

# **Town of Kitty Hawk**



**Approved Annual Budget  
FY 2015-2016**

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# Budget Message

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## Office of the Town Manager

June 1, 2015

The Honorable Gary Perry, Mayor  
Members of the Town Council  
Kitty Hawk, North Carolina

Dear Mayor Perry and Members of the Town Council:

Pursuant to Section 159-11 of the North Carolina General Statutes, I herein present the Recommended Budget for FY 2015-2016 for your review and consideration. The Recommended Budget provides a balanced financial plan for the ensuing fiscal year.

### Budget Development Principles

The following guiding principles have been used when developing this year's budget. The use of these principles insures the continued fiscal health of the Town of Kitty Hawk.

- A somewhat uncertain economy dictates conservative estimates for all revenues.
- Basic Town services are continued with funding at adequate levels; with the debt service for the firehouse budgeted as required by the North Carolina General Statutes.
- All of the Town's Personnel Policies, Ordinances, and Practices have been reviewed and analyzed to make sure they are consistent with Federal and State laws.
- Town Council's Adopted Goals, Objectives, and Financial Policies as well as the Work Plans of the Town's boards and committees are incorporated.
- Funding for Capital Outlay includes updates to the town code, capital reserve for a broom tractor, in car cameras, vehicle replacement and ballistic vests for the Police Department, breathing apparatus and air compressor for the Fire Department and vehicle replacement for both the Town Hall staff, Public Works department and the Code Enforcement Officer.



- Generally accepted accounting principles are included as stipulated by the North Carolina Local Government Budget and Fiscal Control Act or by the North Carolina General Statutes.

## **Recommended Budget**

The FY 2015-2016 Recommended General Fund Budget totals \$7,257,443. The recommended budget represents a \$271,810 increase from the adopted FY 2014-2015. The budget includes a transfer of \$131,732 from the General Fund and a \$17,200 transfer from the Capital Reserve to offset the revenue shortfall. Of the \$7,257,443, \$926,421 is for the Beach Nourishment Capital Project.

The budget increases the current tax rate of 32 cents to 34 cents town wide with an additional 12 cent increase within the beach nourishment municipal service district (MSD), per \$100 of property valuation. Of the 34 cents, a town wide 4 cents will be dedicated to beach nourishment and last year's 2 cent increase for storm damage reduction will end. This tax increase is due to the need to offset the pledge of the Town's Occupancy tax revenue to pay the five year debt service on the issuance of a \$10,185,309 special obligation bond for the beach nourishment project scheduled to begin February 2016 with debt service payment due in September 2016.

## **Revenues**

### **Property Tax**

There is currently a property tax rate of 32 cents per \$100 valuation. It is recommended that the tax rate be increased to 34 cents town wide with an additional 12 cents increase within the beach nourishment municipal service district per \$100 of property valuation. The property tax base is estimated by the Dare County Tax Office to be \$1,089,352,704 and is anticipated to produce \$4,147,079 in revenue based on a 99%-collection rate. A penny on the tax rate is projected to generate approximately \$107,846. The property tax generates approximately 56.4% of all General Fund Revenues.

### **Shared State and Local Revenues**

Kitty Hawk's share of the Dare County Occupancy tax will generate an estimated \$1,050,099 (14.3% of General Fund Revenues). The Town's share of the Dare County Sales tax will generate about \$942,357 or 12.9% of General Fund Revenues and Kitty Hawk's share of the Dare County Land Transfer Tax will generate about \$211,916 (2.9% of General Fund Revenues). A \$.01 increase in the tax rate will generate \$87,640 from shared revenues.

### **Other Significant Revenues**

In addition to the sources of revenue discussed above, the Town is also expected to realize a number of other significant revenues (those that account for greater than 3% of total General Fund revenues).

Utility Franchise Taxes, which includes electric power, piped natural gas, cable television, and telecommunications taxes, are expected to generate \$352,500 or 4.8% of total General Fund revenues.

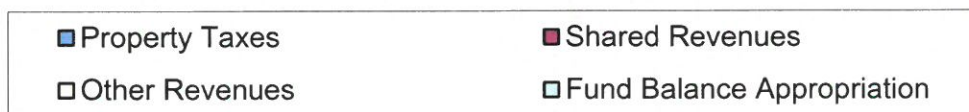
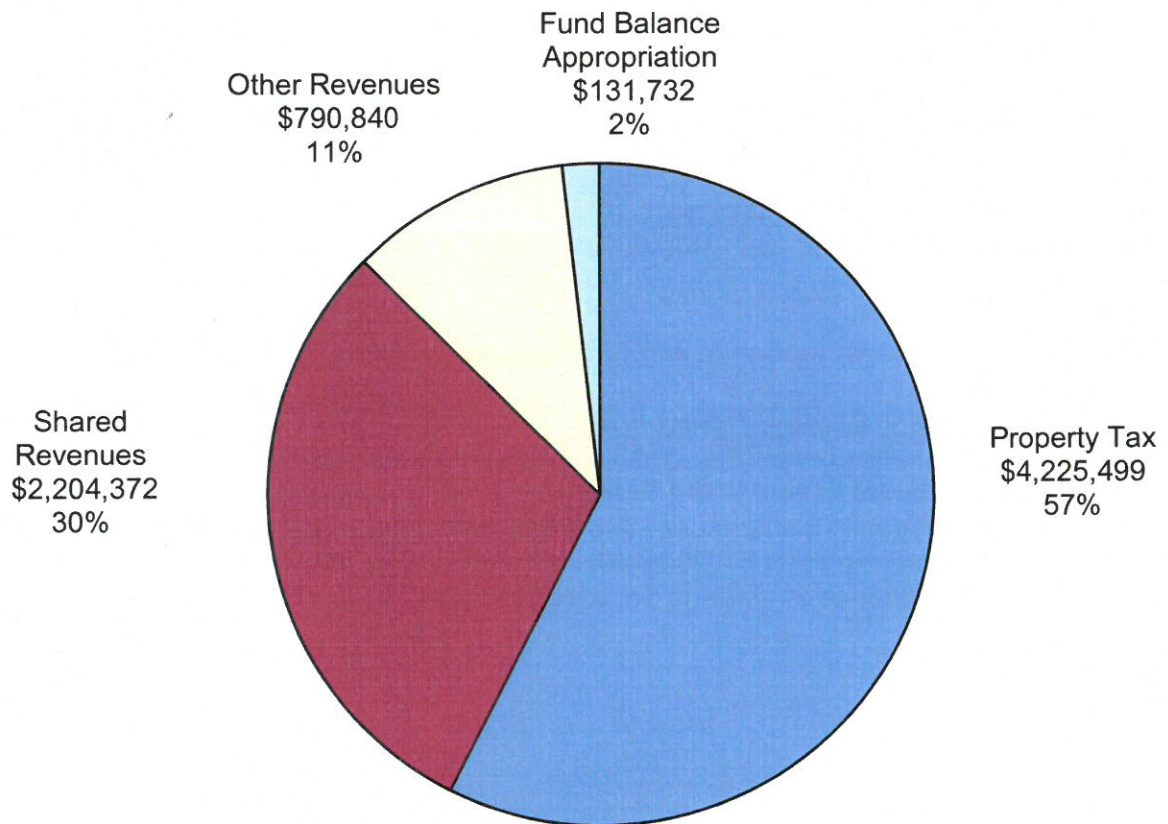
**Transfers Local**

The proposed budget will require a transfer of \$131,732 from Unappropriated Fund Balance and Capital Reserve Funds in order to balance the budget.

**Governmental Funds**

On June 30, 2014 the governmental funds of the Town of Kitty Hawk reported a combined fund balance of \$6,379,781 or \$291,864 increase over the prior year. Approximately 40% of this amount, or \$2,573,323, is non-spendable or restricted. The unassigned fund balance for the General Fund was \$3,806,558, or 59.7% of the total general fund expenditures for the year. Since we have an Emergency Fund of \$3,500,000, this left \$306,558 available for appropriation as of June 30, 2014.

## Revenues By Source



## **Expenditures by Function**

### **General Government**

General Government includes all appropriations associated with the Governing Body, Administrative Services, Town Clerk, Finance Department, Legal Services, Planning and Inspections, and Public Works. Non-departmental expenses and advisory boards and committees associated with the above departments are also included in the General Government function. During FY 2015-2016, \$1,881,715 will be spent carrying out General Government functions, which is 26% of the total General Fund budget.

### **Public Safety**

The Public Safety function includes the Police Department Fire Department, and Ocean Rescue (and debt service for the fire station). This function accounts for 45.5% of the total FY 2015-2016 General Fund budget. Public Safety functions will spend \$3,435,946.

### **Sanitation/Environmental Services**

Sanitation has been funded at \$1,000,699 or 13.6% of the budget for FY 2015-2016.

### **Transportation**

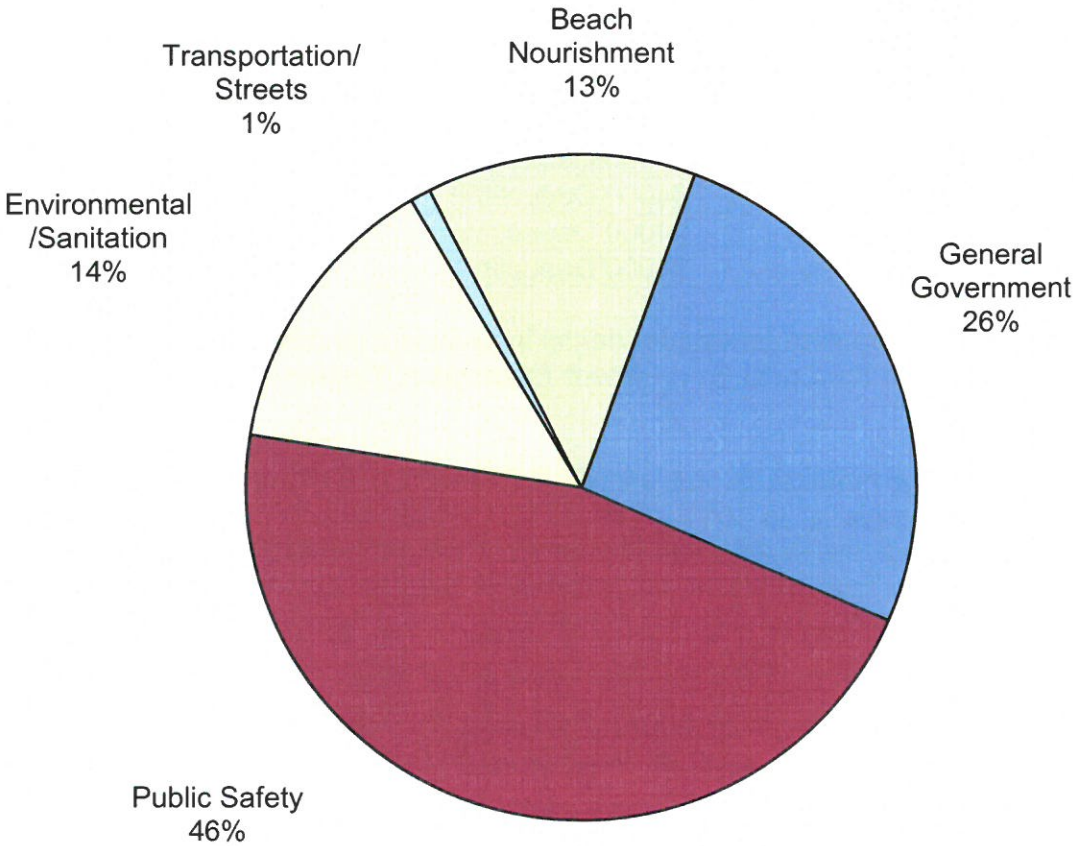
Transportation has been funded at \$102,000 or 1.4% of the budget for FY 2015-2016.

### **Beach Nourishment Capital Project Fund**

Beach Nourishment has been funded at \$926,421 which will come from the Municipal Service District (MSD) and contribution to the Beach Nourishment Capital Reserve Fund of projected revenues to fund beach nourishment annual debt service for the repayment of bonds to be used for beach nourishment in FY 2016-2017 and the future. The Beach Nourishment Capital Project Budget Ordinance is on page 18, which reflects the project construction.



# Expenditures By Function



<div></div> General Government	<div></div> Public Safety
<div></div> Environmental/Sanitation	<div></div> Transportation/Streets
<div></div> Beach Nourishment	

## Expenditures by Category

### **Personnel**

Total expenses associated with personnel will be \$3,758,542 or 51.2% of the General Fund budget.

A 2% step increase has been included for eligible employees. In the event that an employee has reached the top of their pay scale the employee will receive a lump sum payment equivalent to 2% of the employee's salary. This lump sum payment will not affect the pay ranges in the Town's pay plan.

The Town continues with a High Deductible Health Plan (HDHP) for medical insurance, supplemented by a Health Savings Account (HSA).

<b>Tiers of Coverage</b>	<b>High Deductible Plan</b>	<b>HSA Contribution from Town</b>
Employee Only	\$2000 Deductible	\$1685
Employee/Child(ren)	\$4000 Deductible	\$2840
Employee/Spouse	\$4000 Deductible	\$2840
Employee/Family	\$4000 Deductible	\$2840

The Town will also continue to provide for dental insurance, \$30,000 life insurance and State death benefits through the Local Government Employees' Retirement System for each full time employee.

In addition to providing medical, dental, and life insurance for all of the Town's active full-time staff, the Town also pays up to 100% of the health insurance premiums for one (1) retired employee and the Medicare supplement for five (5) (100% for 4 and 50% for 1) other retirees, and reimbursement to four (4) additional retirees for Medical Insurance based on years of service and the Town's medical insurance cost to provide employee only coverage to a full time Town employee.

The Town also provides Longevity Awards for employees who have worked more than 5 years. The Longevity Award is given to employees on their anniversary date for 5, 10, 15, 20, 25, and 30 years of service.

The schedule of awards is as follows:

<b>Years of Service</b>	<b>Amount of Award</b>
5	\$500
10	\$1,000
15	\$1,500
20, 25, and 30	\$2,000

The Town's portion of the North Carolina Local Government Employees' Retirement System (NCLGERS) for sworn law enforcement personnel is 7.15% and for general employees of the Town, 6.88%. The Town's portion of Social Security taxes (FICA) and Medicare is 7.65%. Further, the Town will match up to 2% of an employee's salary in a 401k Plan, although not

all employees choose to participate in this program. State law also requires the Town to make a 5% 401k contribution to all sworn law enforcement officers as well as separation allowance payments to retired law enforcement officers who have not yet reached the federal retirement age. The Town will be making these payments to four retirees during this fiscal year. The Town also offers a 457 Deferred Compensation Plan at the employee's expense. In addition the Town provides employees with vacation leave, sick leave, holiday leave, and petty leave, as well as educational benefits.

### **Environmental Services**

This category of expenditures includes the solid waste collection and disposal for the Town. The Town contracts with Dare County for the collection and disposal of solid waste and the chipping service is advertised biannually. This category accounts for \$1,000,699 or 13.7% of the budget.

### **Professional Services**

This category of expenditures includes legal services, engineering services, the Town's independent auditor, computer maintenance, assistance with minute preparation for the Town Council, Planning Board and Board of Adjustment. This category of expenditures accounts for \$204,216 or 2.8% of the budget of which \$108,896 is budgeted for Beach Nourishment Capital Project.

### **Operating Expenses**

This category of expenditures accounts for \$838,466 or 11.4% of the budget. These expenditures include all costs other than personnel costs, contracted services, and capital expenditures. Many operational expense increases are due to inflation and expenditure trends within the departments. This includes \$13,585 for workers comp.

### **Transportation Services**

This category includes any street maintenance, roadway improvements such as asphalt overlay, and storm drainage maintenance and improvements. This category accounts for \$102,000 or 1.4% of the budget.

### **Capital Expenditures**

Capital expenditures, not including the transportation services, total \$1,151,121 or 15.6% of the total budget. These expenditures are for the purchase of machinery, equipment, and other items that are too permanent to be considered expendable at the time of the purchase, have a value greater than \$5,000, and have a life expectancy of at least two (2) years. Of the \$1,151,121 for capital expenditures of \$926,421 is for the Beach Nourishment Capital Project for FY 2015-2016.

Some of the major capital expenditures included in the FY 2015-2016 budget are:

- Codification of Ordinances in Administration.
- Breathing Apparatus for the Fire Department.
- Vehicle replacement for Code Enforcement Officer/Fire Inspector (cost shared between Fire and Planning departments).
- Air Compressor for the Fire Department (Capital Reserve).
- Vehicle replacement for Non-Department (shared use for Administration, Planning, and Finance).

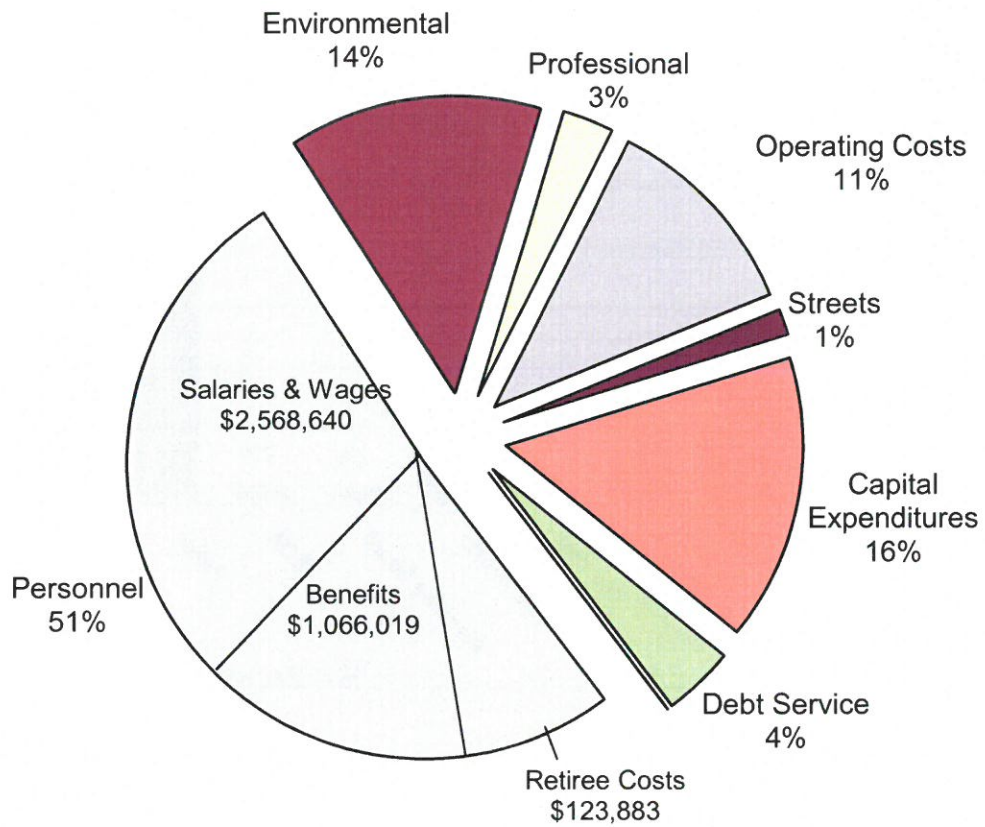
- Computer Server for the Police Department.
- Vehicle replacement for Police Department.
- Cabinet, desk, and counter top replacement for the Police Department.
- Service Truck replacement for the Public Works Department.
- Broom Tractor for Public Works (Capital Reserve).
- Replace mower for Public Works.
- Beach Nourishment Capital Project (Capital Reserve).

**Debt Service**

This category of expenditure accounts for \$282,000 or 3.9% of the budget. This expenditure covers the annual debt service payment on the Town's firehouse.

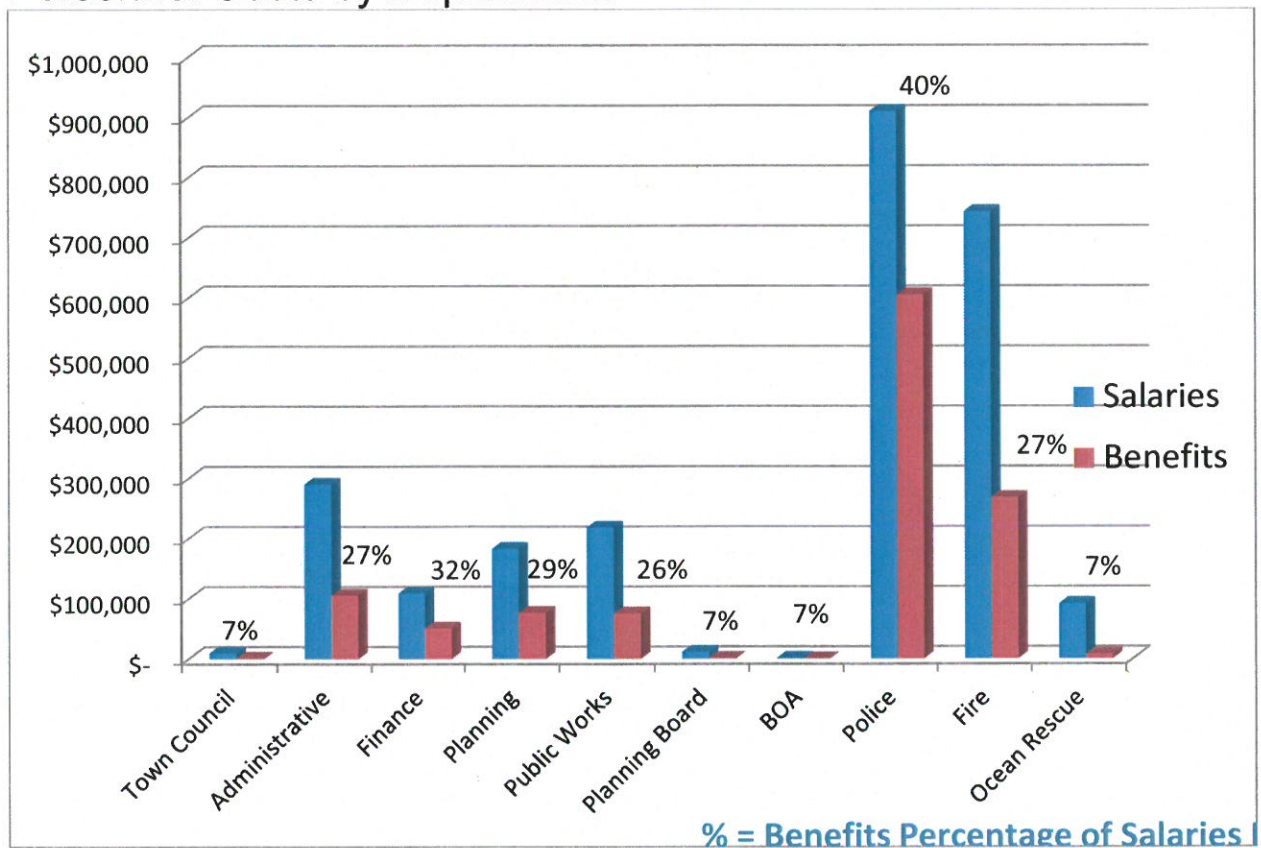


## Expenditure By Category



<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Environmental
<input type="checkbox"/> Professional	<input type="checkbox"/> Operating Costs
<input checked="" type="checkbox"/> Streets	<input checked="" type="checkbox"/> Capital Expenditures
<input checked="" type="checkbox"/> Debt Service	

## Personnel Costs by Department



## Restricted Funds

### Restricted Funds for Street Improvements

A Restricted Fund consisting of the proceeds from the State Street Aid Program (Powell Bill) also is maintained by the Town. The fund balance as of May 2015 was \$252,213.

### Assigned Funds

A Capital Reserve Fund has been established to meet anticipated future costs for computer and software purchases, future needs for the construction and maintenance of parks and trails, future purchase of a broom tractor for Public Works, future replacement of an Air Compressor for the Fire Department, and future expenditures for beach nourishment capital project.

## Capital Project Ordinances

### Emergency Fund

An Emergency Fund has been set up to replace minimum fund balance target of 70% of prior year expenditures. A \$3.5 million amount will be maintained in the Emergency Fund for such things as hurricanes and Nor'easters. The current fund balance available represents 62.2% of prior year expenditures.

## **Budget Balanced and Recommended**

This proposed budget is balanced in accordance with State Statutes and attempts to address the goals and priorities that have been set by the Town Council for the Town's future. The budget is fiscally sound, although it does not fund all the requests made by departments or external groups. It does address the top priority needs of the Town and is set at a level to maintain the new tax rate and essential service levels to citizens through the utilization of fund balance reserves. The proposed budget for FY 2015-2016 is recommended for approval by the Town Council.

Respectfully submitted,



John Stockton  
Town Manager

# **Budget Ordinance**



**Town of Kitty Hawk  
Budget Ordinance - FY 2015-2016**

**BE IT ORDAINED** by the Town Council of the Town of Kitty Hawk, North Carolina that:

**ESTIMATED REVENUES:** It is estimated that the following Revenues will be available during the fiscal year beginning July 1, 2015, and ending June 30, 2016, to meet appropriations approved by the Town Council herein. The property tax revenue estimate is based on a projected collection rate of 99% by the Dare County Tax Department.

Source	Amount
Ad Valorem Tax (\$.30)	\$3,235,378.00
Ad Valorem Tax (\$.04) Debt Service	\$431,384.00
Ad Valorem Tax MSD (\$.12)	\$480,317.00
Prior Years Taxes	\$5,000.00
Penalties/Interest	\$1,000.00
Motor Vehicle Tax	\$63,700.00
Motor Vehicle Tax BN MSD	\$14,720.00
Telecom Tax	\$34,000.00
Electric Utilities Tax	\$194,000.00
Piped Natural Gas	\$2,500.00
Cable Franchise Tax	\$90,000.00
PEG Channel Tax	\$32,000.00
Occupancy Tax	\$1,050,099.00
Sales Tax	\$942,357.00
Land Transfer Tax	\$211,916.00
Mixed Beverage Tax	\$42,540.00
Beer and Wine Tax	\$13,500.00
Building Permits	\$80,000.00
Town Merchandise Sales	\$500.00
CAMA Permit Fees	\$3,500.00
Homeowner Recovery Fee	\$300.00
Interest on Investments	\$10,000.00
Office Rental	\$4,800.00
Miscellaneous Revenue	\$5,000.00
Powell Bill	\$102,000.00
Board of Adjustment Revenue	\$800.00
Court Fees	\$3,100.00
Sanitation Fees	\$3,500.00
Disposal Tax	\$2,100.00
Code Enforcement Fees	\$500.00
Site Plan Review Fees	\$1,500.00
Sale of Surplus Property	\$8,000.00
Planning Permits and Fees	\$15,000.00
GHSP Grants	\$20,000.00
Icarus International	\$3,500.00

Source	Amount
Transfer from Fund Balance	\$131,732.00
Transfer from Capital Reserve	\$17,200.00
<b>Total</b>	<b>\$7,257,443.00</b>

**APPROPRIATIONS:** The following amounts are hereby appropriated for the operation of the Town government and its activities for the fiscal year beginning July 1, 2015, and ending June 30, 2016.

Function	Budget
General Government	\$1,881,715.00
Public Safety	\$3,346,608.00
Transportation	\$102,000.00
Sanitation	\$1,000,699.00
Beach Nourishment	\$926,421.00
<b>Total</b>	<b>\$7,257,443.00</b>

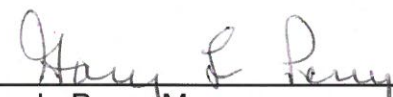
**TAXES AND FEES LEVIED:** There is hereby levied a tax rate of 34 cents (\$0.34) on each one hundred dollars (\$100.00) valuation of taxable property in the Town of Kitty Hawk, as listed for taxes for the current tax year by the Dare County Tax Department. The Municipal Service District (MSD) is established with a tax rate of an additional 12 cents (\$.12) for each one hundred dollars (\$100) valuation of taxable property in the Town of Kitty Hawk for the purpose of a Beach Nourishment Capital Project to repay debt service on special obligation bonds, as listed for taxes for the current tax year by the Dare County Tax Department. The property tax base is estimated by the Dare County Tax Office to be \$1,089,352,704 and is anticipated to produce \$ 4,147,079 in revenue based on a 99% collection rate. A penny on the tax rate is projected to generate approximately \$107,846.


**ENCUMBERED OPERATING FUNDS REAPPROPRIATED:** The operating funds encumbered on the financial records as of June 30, 2015 are hereby re-appropriated to this budget.

**TOWN MANAGER TRANSFER AUTHORIZATION:** The Town Manager is hereby authorized to transfer amounts between functional areas, including contingency appropriations, within the same fund. He must make an official report of such transfers at the next regular meeting of the Town Council.

**ANNUAL BUDGET COPIES:** Copies of the Budget Ordinance for FY 2015-2016 shall be furnished to the Town Council members, Town Manager, Town Finance Officer, and Town Clerk to be kept on file by them for their direction in the disbursement of funds.

Adopted by the Kitty Hawk Town Council this 15<sup>th</sup> day of June, 2015.

  
 Gary L. Perry, Mayor

  
 Lynn Morris, Town Clerk

# **Capital Project and Capital Reserve Ordinance**



## Capital Project Ordinance for the Town of Kitty Hawk

**BE IT ORDAINED** by the Governing Board of the Town of Kitty Hawk, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project ordinance is hereby adopted:

**Section 1:** The project authorized is Beach nourishment project to be financed by special obligation bonds, contributions from Dare County beach nourishment occupancy tax fund, ad valorem revenues, or other sources of revenue. The project life is estimated to be through June 30, 2017.

**Section 2:** The officers of the Town are hereby directed to proceed with the capital project within the terms of the Municipal Service District (MSD) Resolution, Dare County Inter-local agreement, bond resolution, and budget contained herein.

**Section 3:** The following amounts are appropriated for the project:

Beach Management Concept	\$22,454
Design, Permitting & Professional Services	\$847,546
Mobilization & Demobilization	\$2,198,000
Contingency	\$2,292,000
Pumping Construction Costs	\$16,080,000
<b>Total appropriations</b>	<b>\$21,440,000</b>

**Section 4:** The following revenues are anticipated to be available to complete this project:

Proceeds from special obligation bonds	\$10,185,309
Contribution from Dare County – Upfront	\$11,254,691
<b>Total estimated revenues</b>	<b>\$21,440,000</b>

**Section 5:** The Finance Officer is hereby directed to maintain within the Capital Project Fund sufficient specific detailed accounting records to satisfy the requirements of the grantor agency, the grant agreements, and federal regulations. The terms of the bond resolution also shall be met.

**Section 6:** Funds may be advanced from the Capital Project Fund for the purpose of making payments as due. Reimbursement requests should be made to the grantor agency in an orderly and timely manner.

**Section 7:** The Finance Officer is directed to report, on a quarterly basis, on the financial status of each project element in Section 3 and on the total revenues received or claimed.



**Ordinance No. 15-03**

**Section 8:** The Budget Officer is directed to include a detailed analysis of past and future costs and revenues on this capital project in every budget submission made to this Council.

**Section 9:** Copies of this capital project ordinance shall be furnished to the Clerk to the Governing Board and to the Budget Officer and Finance Officer for direction in carrying out this project.

Adopted by the Town of  
the 4<sup>th</sup> day of May 2015.



*Lynn U. Morris*  
Lynn U. Morris, Town Clerk

*Gary L. Petry*  
Gary L. Petry, Mayor

## **General Fund Revenue and Expenditure Summaries**

# GENERAL FUND REVENUE SUMMARY

	2014-2015	2015-2016	2015-2016
Source	Approved	Recommended	Approved
Ad Valorem Tax (.30)	\$3,169,307.00	\$3,235,378.00	\$3,235,378.00
Ad Valorem Tax (.02)	\$211,287.00	\$0.00	\$0.00
Ad Valorem Tax (.04) Debt Ser.	\$0.00	\$431,384.00	\$431,384.00
Ad Valorem Tax (.12) Debt Ser.	\$0.00	\$480,317.00	\$480,317.00
Prior Years Taxes	\$15,000.00	\$5,000.00	\$5,000.00
Penalties/Interest	\$1,000.00	\$1,000.00	\$1,000.00
Motor Vehicle Tax	\$63,700.00	\$63,700.00	\$63,700.00
Motor Vehicle Tax BN MSD	\$0.00	\$14,720.00	\$14,720.00
Telecom Tax	\$34,000.00	\$34,000.00	\$34,000.00
Electric Utilities Tax	\$194,000.00	\$194,000.00	\$194,000.00
Piped Natural Gas	\$2,500.00	\$2,500.00	\$2,500.00
Cable Franchise Tax	\$90,000.00	\$90,000.00	\$90,000.00
PEG Channel Tax	\$32,000.00	\$32,000.00	\$32,000.00
Occupancy Tax	\$941,599.00	\$1,050,099.00	\$1,050,099.00
Sales Tax	\$862,928.00	\$942,357.00	\$942,357.00
Land Transfer Tax	\$201,825.00	\$211,916.00	\$211,916.00
Mixed Beverage Tax	\$47,000.00	\$42,540.00	\$42,540.00
Beer and Wine Tax	\$13,500.00	\$13,500.00	\$13,500.00
Building Permits	\$80,000.00	\$80,000.00	\$80,000.00
Town Merchandise Sales	\$500.00	\$500.00	\$500.00
CAMA Permit Fees	\$5,500.00	\$3,500.00	\$3,500.00
Homeowner Recovery Fee	\$300.00	\$300.00	\$300.00
Interest on Investments	\$10,000.00	\$10,000.00	\$10,000.00
Office Rental	\$4,800.00	\$4,800.00	\$4,800.00
Miscellaneous Revenue	\$5,000.00	\$5,000.00	\$5,000.00
Powell Bill	\$102,000.00	\$102,000.00	\$102,000.00
Board of Adjustment Revenue	\$800.00	\$800.00	\$800.00
Court Fees	\$3,100.00	\$3,100.00	\$3,100.00
Sanitation Fees	\$3,500.00	\$3,500.00	\$3,500.00
Disposal Tax	\$2,400.00	\$2,100.00	\$2,100.00
Code Enforcement Fees	\$500.00	\$500.00	\$500.00

	2014-2015	2015-2016	2015-2016
Site Plan Review Fees	\$1,500.00	\$1,500.00	\$1,500.00
Sale of Surplus Property	\$10,000.00	\$8,000.00	\$8,000.00
Planning Permits and Fees	\$15,000.00	\$15,000.00	\$15,000.00
GHSP Grants	\$20,000.00	\$20,000.00	\$20,000.00
Icarus International	\$18,000.00	\$3,500.00	\$3,500.00
Transfer from Fund Balance	\$263,723.00	\$131,732.00	\$131,732.00
Transfer from Capital Reserve	\$39,500.00	\$17,200.00	\$17,200.00
Storm Damage Reduction from Dare County	\$519,864.00	0.00	0.00
<b>Total</b>	<b>\$6,985,633.00</b>	<b>\$7,257,443.00</b>	<b>\$7,257,443.00</b>



**GENERAL FUND EXPENDITURE SUMMARY**

<b>Department</b>	<b>2014-2015 Approved</b>	<b>2015-2016 Requested</b>	<b>2015-2016 Approved</b>	<b>Percent Change</b>
Town Council	\$22,018.00	\$25,810.00	\$25,810.00	
Administrative Services	\$434,696.00	\$469,875.00	\$469,875.00	
Finance	\$188,930.00	\$193,763.00	\$193,763.00	
Planning & Inspections	\$306,561.00	\$302,982.00	\$302,982.00	
Public Works	\$1,587,144.00	\$1,613,742.00	\$1,613,742.00	
Planning Board	\$15,307.00	\$15,777.00	\$15,777.00	
Board of Adjustment	\$3,780.00	\$3,780.00	\$3,780.00	
Recreation Committee	\$2,700.00	\$700.00	\$700.00	
Non-Departmental	\$400,941.00	\$357,985.00	\$357,985.00	
Police Department	\$1,717,990.00	\$1,754,635.00	\$1,754,635.00	
Fire Department	\$1,574,415.00	\$1,475,013.00	\$1,475,013.00	
Ocean Rescue	\$0.00	\$116,960.00	\$116,960.00	
Storm Damage Reduction	\$731,151.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$6,985,633.00</b>	<b>\$6,331,022.00</b>	<b>\$6,331,022.00</b>	<b>(9.40%)</b>

**BEACH NOURISHMENT CAPITAL PROJECT**

<b>Expenditure by Type</b>	<b>2014-2015 Approved</b>	<b>2015-2016 Requested</b>	<b>2015-2016 Approved</b>	<b>Percent Change</b>
<b>Capital</b>				
Transfer to Beach Nourishment Capital Project Reserve		\$926,421.00	\$926,421.00	
<b>Total</b>		<b>\$926,421.00</b>	<b>\$926,421.00</b>	

# **General Fund Departmental Budgets**

# Town Council

## Budget Highlights and Line Item Explanations

### Personnel

- Council Compensation – based on an estimated 18 meetings per year with a payment of \$125 per meeting for the Mayor and \$100 per meeting for each councilperson.
- FICA – Social Security and Medicare paid at a rate of 7.65%.

### Operations

- Telephone & Communications - Finance has asked that a line item be established to show charges from Dare County for internet service for Council. Town wishes to establish own email accounts. Includes stipend for phone and email.
- Travel and Training – attendance at various meetings, seminars, and training sessions.
- Miscellaneous - discretionary fund to be used for unanticipated expenditures.
- Membership Organizations – membership fees for the North Carolina League of Municipalities, School of Government, Outer Banks Chamber of Commerce, PEG Channel Membership, and League of Women Voters.
- Elections- funds for the Council election.

### Professional Services

- Legal-Elections- Budget of \$3,000 for elections to be held in November.

### Total Expenditures

- Recommended Budget represents an increase of \$3,792.00.

### **Town Council (4110)**

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Council Compensation (5121)	\$9,450.00	\$9,450.00	\$9,450.00	
FICA (5181)	\$750.00	\$750.00	\$750.00	
<b>Total</b>	<b>\$10,200.00</b>	<b>\$10,200.00</b>	<b>\$10,200.00</b>	
<b>Operations</b>				
Telephone, communications, email (5321)	\$168.00	\$960.00	\$960.00	
Travel and Training (5310)	\$5,000.00	\$5,000.00	\$5,000.00	
Miscellaneous (5499)	\$1,000.00	\$1,000.00	\$1,000.00	
Membership Orgs (5491)	\$5,650.00	\$5,650.00	\$5,650.00	
Elections (5192)	\$0.00	\$3,000.00	\$3,000.00	
<b>Total</b>	<b>\$11,818.00</b>	<b>\$15,610.00</b>	<b>\$15,610.00</b>	
<b>Total</b>	<b>\$22,018.00</b>	<b>\$25,810.00</b>	<b>\$25,810.00</b>	<b>14%</b>



# Administrative Services

## Mission

Administrative Services conducts the overall administration of the Town as prescribed by the North Carolina General Statutes. Personnel coordinate all Town operations and activities in accordance with the adopted Goals and Objectives of the Town Council and implements all policies and actions of the Town Council.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages – includes a 2% step increase for eligible employees. Includes \$28,952 for IT Technician. There is no overtime budgeted for this department. An additional \$15,000 budgeted for a new Town Manager.
- FICA – Social Security and Medicare is paid at a rate of 7.65%.
- Retirement – NC Local Government Employees' Retirement System is 6.88% and a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate).
- Group Insurance – \$54,527 in premiums budgeted – includes the continuation of a High Deductible Health Plan (HDHP) for medical insurance, dental and life insurance premiums for all department personnel. The Health Savings Account (HSA) remains the same.
- Vehicle Allowance- Town Manager.

### Professional Services

- Legal Services includes a retainer and hourly amounts for the Town Attorney (\$30,000/yr+\$150/hr.)
- Video and Transcription includes \$7,500 for videotaping of Council meetings and \$2,550 for the transcription of some of the Council meetings.

### Operations

- Telephone-stipend and payment to Verizon for iPhone and iPad (previously paid from Non-Departmental) and staff email accounts.
- Postage – departmental mailings.
- Departmental Supplies – various supplies.
- Travel and Training – additional funding for possible relocation expenses for new Town Manager.
- Dues and Subscriptions – membership dues for professional organizations.
- Service Contracts-include shredding, back ground checks and drug screenings.
- Advertising – ads for Public Hearings, Job Announcements, Public Announcements.

### Capital

- Town Code-annual or semi-annual updates.

### Total Expenditures

- Recommended budget represents an increase of \$35,179 an 8.1% increase over FY 2014-2015.



## Administrative Service (4120)

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries and Wages (5121)	\$267,637.00	\$290,505.00	\$290,505.00	
FICA (5181)	\$20,475.00	\$22,674.00	\$22,674.00	
Retirement (5182)	\$19,565.00	\$18,955.00	\$18,955.00	
Group Insurance (5183)	\$47,425.00	\$54,527.00	\$54,527.00	
401k Town (5182)	\$4,804.00	\$4,911.00	\$4,911.00	
Vehicle Allowance (5310)	\$4,440.00	\$4,440.00	\$4,440.00	
Total	\$364,346.00	\$396,012.00	\$396,012.00	
<b>Professional Services</b>				
Legal Services (5192)	\$37,000.00	\$37,000.00	\$37,000.00	
Video & Transcription (5396)	\$10,050.00	\$10,050.00	\$10,050.00	
Total	\$47,050.00	\$47,050.00	\$47,050.00	
<b>Operations</b>				
Telephone (5321)	\$2,700.00	\$2,913.00	\$2,913.00	
Postage (5325)	\$500.00	\$400.00	\$400.00	
Departmental Supplies (5299)	\$1,200.00	\$1,000.00	\$1,000.00	
Travel & Training (5310)	\$7,000.00	\$10,000.00	\$10,000.00	
Dues & Subscriptions (5491)	\$1,700.00	\$1,700.00	\$1,700.00	
Service Contracts (5440)	\$2,200.00	\$2,400.00	\$2,400.00	
Advertising (5370)	\$2,000.00	\$2,400.00	\$2,400.00	
Total	\$17,300.00	\$20,813.00	\$20,813.00	
<b>Capital</b>				
Codification of Ordinances (5349)	\$6,000.00	\$6,000.00	\$6,000.00	
Total	\$6,000.00	\$6,000.00	\$6,000.00	
<b>Total</b>	<b>\$434,696.00</b>	<b>\$469,875.00</b>	<b>\$469,875.00</b>	<b>7%</b>

# Finance Department

## Mission

The mission of the Finance Department is to administer and provide fiscally responsible control and guidance for all financial matters of the Town while complying with all applicable Town, State and Federal mandates. The Finance Department, in accordance with adopted Town council policies, handles all Town-related financial matters in accordance with the North Carolina Local Budget and Fiscal Control Act. The department manages the Town's investment program, receipts, payables, payroll, and is responsible for coordinating and preparing for the annual independent audit at the close of each year.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages – includes a 2% step increase.
- FICA – Social Security and Medicare and is paid at a rate of 7.65%.
- Retirement – Town's contribution rate to NC Local Government Employees' Retirement System of 6.88% and also includes a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate).
- Group Insurance – \$32,430 in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance, dental and life insurance premiums. The Health Savings Account (HSA) remains the same.

### Operations

- Telephone & Communications- stipend for Finance Officer for cell phone and department email fees.
- Postage - mailing payables, quarterly reports, necessary payroll related, boards and retirees, and W-2s.
- Printing-tax forms and accounts payable check stock.
- Departmental Supplies – incidental computer items, notebooks, toner, storage boxes, stamp pads, and replacement of desk.
- Travel and Training – attendance at essential training conferences and seminars related to local government finance; American Payroll Assoc., School of Government classes, NCGFOA Finance Officer Workshops, NC Treasurer workshop.
- Service Contracts – Software – annual maintenance agreement with Blackbaud (Financial Edge) for required upgrades; technical assistance, and offsite hosting services. The decrease is due to banking RFP.
- Dues and Subscriptions – membership dues for professional organizations.

### Total Expenditures

- Recommended budget represents an increase of \$4,833 or 2.6% over the FY 2014-2015 budget.



## Finance (4130)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries and Wages (5121)	\$107,050.00	\$109,235.00	\$109,235.00	
FICA (5181)	\$8189.00	\$8,393.00	\$8,393.00	
Retirement (5182)	\$7,826.00	\$7,516.00	\$7,516.00	
Group Insurance (5183)	\$28,271.00	\$32,430.00	\$32,430.00	
401k Town (5182)	\$2,141.00	\$2,185.00	\$2,185.00	
Total	\$153,477.00	\$159,759.00	\$159,759.00	
<b>Professional Services</b>				
Auditor & Actuaries (5191)	\$16,550.00	\$16,550.00	\$16,550.00	
Total	\$16,550.00	\$16,550.00	\$16,550.00	
<b>Operations</b>				
Telephone & Communications (5321)	\$480.00	\$841.00	\$841.00	
Postage (5325)	\$800.00	\$800.00	\$800.00	
Printing (5340)	\$1,000.00	\$1,000.00	\$1,000.00	
Departmental Supplies (5299)	\$2,500.00	\$2,500.00	\$2,500.00	
Travel & Training (5310)	\$4,616.00	\$4,616.00	\$4,616.00	
Service Contracts-Software (5440)	\$9,198.00	\$7,218.00	\$7,218.00	
Dues & Subscriptions (5491)	\$309.00	\$479.00	\$479.00	
Total	\$18,903.00	\$17,454.00	\$17,454.00	
<b>Total</b>	<b>\$188,930.00</b>	<b>\$193,763.00</b>	<b>\$193,763.00</b>	<b>2%</b>

# Planning and Inspections

## Mission

To establish an attractive, safe, and functional community with a high "quality of life" for residents and visitors through planning and facilitating development activities in the Kitty Hawk community.

## Budget Highlights and Line Items Explanations

### Personnel

- Salaries and Wages – include a 2% step increase for eligible employees.
- FICA – Social Security and Medicare is paid at a rate of 7.65%.
- Retirement – NC Local Government Employees' Retirement System remains the same at 6.88% and a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate).
- Group Insurance – \$44,947 in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums for all active department personnel. The Health Savings Account remains the same.

### Professional Services

- Engineering – site plan review on a case-by-case basis, technical assistance as needed, special projects.
- Inspection - contract inspection services required when Town inspector not available.

### Operations

- Uniforms – shirts for building inspector and protective gear as necessary for all staff.
- Vehicle Supplies – gasoline, tires, etc.
- Departmental Supplies – general office supplies and equipment.
- Travel and Training – attendance at local/regional workshops, seminars, and conferences required for maintaining certifications (AICP, NCAZO, CFM, CAMA, building inspection, erosion and sedimentation control, etc.) and keeping up with recent trends and changes in the development field.
- Telephone and Communications: cell phone stipend for three staff members and employee email accounts.
- Postage – two (2) CRS mailings to all property owners per year.
- Printing – printing of two (2) CRS mailings per year and emergency information refrigerator magnets.
- Vehicle Maintenance and Repair – routine maintenance for building inspections vehicle
- Advertising – public hearings for development applications, special meetings, and requests for proposals.
- Service & Maintenance Contracts - contract for maintenance of permitting software. Increased cost of software maintenance.
- Dues and Subscriptions – membership dues for professional organizations (NCAPA, NCAZO, Building Inspection, etc.).
- Homeowner Recovery Fees – pass through to Homeowner's Recovery Fund.



### Capital

- Vehicle for Code Enforcement/Fire Inspection- present vehicle is 16 years old and has 96,676 miles. Vehicle requires constant repair. Cost split with Fire Department.

### Total Expenditures

- The overall recommended budget, including the estimated personnel and capital expenses, represents a spending increase of \$3,421 or 1.2% than approved in the FY 2014-2015 budget.

### **Planning and Inspections (4910)**

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries and Wages (5121)	\$199,310.00	\$182,880.00	\$182,880.00	
FICA (5181)	\$15,248.00	\$14,064.00	\$14,064.00	
Retirement (5182)	\$14,570.00	\$12,582.00	\$12,582.00	
Group Insurance (5183)	\$39,566.00	\$45,948.00	\$45,948.00	
401k Town( 5182)	\$3,987.00	\$3,658.00	\$3,658.00	
Total	\$272,681.00	\$259,132.00	\$259,132.00	
<b>Professional Services</b>				
Engineering (5195)	\$6,500.00	\$5,000.00	\$5,000.00	
Inspections	\$1,200.00	\$1,200.00	\$1,200.00	
Total	\$7,700.00	\$6,200.00	\$6,200.00	
<b>Operations</b>				
Uniforms (5212)	\$200.00	\$200.00	\$200.00	
Vehicle Supplies (5250)	\$2,400.00	\$2,400.00	\$2,400.00	
Departmental Supplies (5299)	\$2,300.00	\$2,300.00	\$2,300.00	
Travel & Training (5310)	\$7,400.00	\$6,500.00	\$6,500.00	
Telephone & Communications (5321)	\$1,200.00	\$1,250.00	\$1,250.00	
Postage (5325)	\$2,100.00	\$2,300.00	\$2,300.00	
Printing (5340)	\$2,700.00	\$2,300.00	\$2,300.00	
Vehicle Main & Repair (5353)	\$800.00	\$800.00	\$800.00	
Advertising (5370)	\$800.00	\$800.00	\$800.00	
Service & Main. Contracts (5440)	\$3,980.00	\$6,000.00	\$6,000.00	
Dues & Subscriptions (5491)	\$2,000.00	\$2,000.00	\$2,000.00	
Homeowner Recovery Fee (5693)	\$300.00	\$300.00	\$300.00	
Total	\$26,180.00	\$27,150.00	\$27,150.00	
<b>Capital</b>				
Vehicle for Code Enfor/Fire Inspection (5540)	\$0.00	\$10,500.00	\$10,500.00	
Total	\$0.00	\$10,500.00	\$10,500.00	
<b>Total</b>	<b>\$306,561.00</b>	<b>\$309,982.00</b>	<b>\$309,982.00</b>	<b>1%</b>

# Public Works Department

## Mission

The mission of the Public Works Department is to provide and maintain the highest quality public works services and facilities for the residents and businesses in the Town of Kitty Hawk. Public Works is committed to providing reliable and responsive services to the community in a safe, respectful, and cost-effective manner, being ever mindful of the public trust.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages – includes a 2% step increase for eligible employees.
- Salaries part time- includes part time employees at recycling center and (2) seasonal from approximately May 1 to September 30<sup>th</sup>. One (1) seasonal employee is new.
- Salaries Overtime – includes projected overtime for non-emergency circumstances and weekend work.
- FICA – Social Security and Medicare is paid at a rate of 7.65%.
- Retirement – NC Local Government Employees' Retirement System is at 6.88% and a supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate)
- Group Insurance – \$42,630 premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums. The Health Savings Account (HSA) remains the same.

### Operations

- Telephone & Communications - land line, cell phone service, and email upgrade.
- Utilities-power and water, and cable.
- Uniforms-uniforms for personnel and personal protective equipment (PPE).
- Service and Maintenance Contracts – pest control services, plumbing services, port-a-potty, floors, generator maintenance, sewer and reclamation inspection.
- Travel and Training – attendance at various meetings, seminars, and training sessions
- Inmate Labor Program- program discontinued.
- Supplies & Equipment- tools, office supplies.
- Dues and Subscriptions – membership dues for professional organizations.
- Vehicle Supplies – gasoline, tires, etc. – reduction due to loss of inmate labor.
- Departmental Supplies – supplies for maintaining all public buildings and grounds, various shop supplies.
- Icarus Maintenance – mulching twice per year, light fixtures, light bulbs, mowing, insurance, and power bill, resealing pylons and dome– pass through funds reimbursed by Icarus Trust.
- Vehicle Maintenance and Repair – routine vehicle maintenance and repair (decrease due to replacement of truck).
- Equipment Maintenance and Repair – routine preventative maintenance and repair (increase due to increased maintenance needs of older equipment.).



- ATV Rental – lease one (1) ATV (cost shared with Police).

### **Environmental Services**

- Includes Solid Waste Collection and Disposal at \$984,699 (Dare Co. rate increased by 8%).
- Annual chipping - two (2) chippings per year.

### **Transportation**

- Street Maintenance - includes the repair of streets and multi-use paths and sign replacement- pass through funds from Powell Bill.
- Roadway Improvements - includes the annual overlay of town streets and storm drainage improvements.- pass through funds from Powell Bill.
- Signage-street signs, information signs, etc.-(not covered by Powell Bill Fund).

### **Capital**

- Replace service truck.
- Replace mower.

### **Capital Reserve**

- Second year of capital reserve to purchase tractor with broom in FY 2016-2017.

### **Total Expenditures**

- Recommended budget represents a spending increase of \$26,598 or 1.7% more than approved FY 2014-2015 budget

## **Public Works (4270)**

Expenditure by Type	2014-2015 Approved	2015-2016 Requests	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries and Wages (5121)	\$190,102.00	\$175,049.00	\$175,049.00	
Part-time & seasonal Salaries (5121)	\$26,131.00	\$40,530.00	\$40,530.00	
Salaries Overtime( 5122)	\$2,550.00	\$2,550.00	\$2,550.00	
FICA (5181)	\$16,737.00	\$16,834.00	\$16,834.00	
Retirement (5182)	\$13,576.00	\$12,246.00	\$12,246.00	
Group Insurance (5183)	\$37,803.00	\$42,630.00	\$42,630.00	
401k Town (5182)	\$3,715.00	\$3,552.00	\$3,552.00	
<b>Total</b>	<b>\$290,614.00</b>	<b>\$293,391.00</b>	<b>\$293,391.00</b>	

Expenditure by Type	2014-2015 Approved	2015-2016 Requests	2015-2016 Approved	Percent Change
<b>Operations</b>				
Telephone & Communications (5321)	\$4,000.00	\$4,122.00	\$4,122.00	
Utilities (5330)	\$12,480.00	\$12,480.00	\$12,480.00	
Uniforms (5212)	\$2,000.00	\$2,000.00	\$2,000.00	
Service & Main Contracts (5440)	\$15,000.00	\$15,000.00	\$15,000.00	
Travel & Training (5310)	\$2,500.00	\$2,500.00	\$2,500.00	
Inmate Labor Program (5630)	\$1,000.00	\$0.00	\$0.00	
Supplies & Equip (5260)	\$2,000.00	\$2,000.00	\$2,000.00	
Dues and Subscriptions (5491)	\$350.00	\$350.00	\$350.00	
Vehicle Supplies (5250)	\$23,000.00	\$20,000.00	\$20,000.00	
Departmental Supplies (5295,5293)	\$63,500.00	\$63,500.00	\$63,500.00	
Icarus (5295)	\$18,000.00	\$3,500.00	\$3,500.00	
Maintenance (5295)(pass through)				
Vehicle Main & Repair (5353)	\$13,000.00	\$11,000.00	\$11,000.00	
Equipment Main & Repair (5352)	\$12,500.00	\$14,000.00	\$14,000.00	
ATV Rental (5433)	\$0.00	\$1,400.00	\$1,400.00	
<b>Total</b>	<b>\$169,330.00</b>	<b>\$151,852.00</b>	<b>\$151,852.00</b>	
<b>Environmental Services</b>				
Solid Waste Collection (5691)	\$941,500.00	\$984,699.00	\$984,699.00	
Chipping (5690)	\$16,000.00	\$16,000.00	\$16,000.00	
<b>Total</b>	<b>\$957,500.00</b>	<b>\$1,000,699.00</b>	<b>\$1,000,699.00</b>	
<b>Transportation</b>				
Street Maintenance(5591)(pass through)	\$12,000.00	\$12,000.00	\$12,000.00	
Roadway Improvements (5591) (pass through)	\$88,000.00	\$88,000.00	\$88,000.00	
Signage (5293)	\$2,000.00	\$2,000.00	\$2,000.00	
<b>Total</b>	<b>\$102,000.00</b>	<b>\$102,000.00</b>	<b>\$102,000.00</b>	



Expenditure by Type	2014-2015 Approved	2015-2016 Requests	2015-2016 Approved	Percent Change
<b>Capital</b>				
Service Truck (5543)	\$0.00	\$28,000.00	\$28,000.00	
Pave Bath House Lot (5591)	\$40,000.00	\$0.00	\$0.00	
Broom Tractor-Cap. Res. (5550)	\$27,700.00	\$27,700.00	\$27,700.00	
Replace Fence Byrd St. (5593)	\$0.00	\$9,000.00	\$0.00	
Replace Mower (5510)	\$0.00	\$10,000.00	\$10,000.00	
Paint interior Firehouse (5580)	\$0.00	\$8,000.00	\$0.00	
<b>Total</b>	<b>\$67,700.00</b>	<b>\$82,700.00</b>	<b>\$65,700.00</b>	
<b>Total</b>	<b>\$1,587,144.00</b>	<b>\$1,630,495.00</b>	<b>1,613,742.00</b>	<b>2%</b>

# Planning Board

## Budget Highlights and Line Item Explanations

### Personnel

- Member Compensation – \$100.00 per meeting per member for seven members estimated at twelve monthly meetings and four mid-month meetings.
- FICA – Social Security and Medicare paid at the rate of 7.65%

### Professional Services

- Transcription – contract to prepare the Planning Board's minutes.

### Operations

- Travel and Training – member training sessions

### Total Expenditures

- Increase of \$407 due to transcription and FICA.

### Planning Board(4980)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Member Compensation (5121)	\$11,200.00	\$11,200.00	\$11,200.00	
FICA (5181)	\$757.00	\$857.00	\$857.00	
Total	\$11,957.00	\$12,057.00	\$12,057.00	
<b>Professional Services</b>				
Transcription (5396)	\$2,850.00	\$3,220.00	\$3,220.00	
Total	\$2,850.00	\$3,220.00	\$3,220.00	
<b>Operations</b>				
Travel & Training (5310)	\$500.00	\$500.00	\$500.00	
Total	\$500.00	\$500.00	\$500.00	
<b>Total</b>	<b>\$15,307.00</b>	<b>\$15,777.00</b>	<b>\$15,777.00</b>	<b>2%</b>

# Board of Adjustment

## Budget Highlights and Line Item Explanations

### Personnel

- Member Compensation – \$50.00 per meeting per member for three meetings.
- FICA – Social Security and Medicare paid at a rate of 7.65%.

### Professional Services

- Legal Fees – legal services provided beyond the scope of the annual retainer.
- Preparation of Minutes – contract to prepare the Board of Adjustment meeting minutes.

### Operations

- Travel and Training – member training sessions.
- Advertising – publication of special meetings, variance requests, etc.

### Total Expenditures

- The recommended budget for FY 2015-2016 includes no increase.

### Board of Adjustments(4990)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Member Compensation (5121)	\$1,050.00	\$1,050.00	\$1,050.00	
FICA(5181)	\$80.00	\$80.00	\$80.00	
Total	\$1,130.00	\$1,130.00	\$1,130.00	
<b>Professional Services</b>				
Legal Fees (5192)	\$1,500.00	\$1,500.00	\$1,500.00	
Transcription (5396)	\$750.00	\$750.00	\$750.00	
Total	\$2,250.00	\$2,250.00	\$2,250.00	
<b>Operations</b>				
Travel & Training (5310)	\$250.00	\$250.00	\$250.00	
Advertising (5370)	\$150.00	\$150.00	\$150.00	
Total	\$400.00	\$400.00	\$400.00	
<b>Total</b>	<b>\$3,780.00</b>	<b>\$3,780.00</b>	<b>\$3,780.00</b>	<b>0%</b>

## Recreation Committee

### Budget Highlights and Line Item Explanations

#### Operations

- Advertising – special meetings.
- OBX Marathon – decorations and other preparations for marathon.

#### Total Expenditures

- Recommended budget represents a decrease of \$2,000 for FY 2015-2016.

#### Recreation Committee (4111)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Operations</b>				
Advertising (5370)	\$200.00	\$200.00	\$200.00	
OBX Marathon (5399)	\$500.00	\$500.00	\$500.00	
Bike Racks	\$2,000.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$2,700.00</b>	<b>\$700.00</b>	<b>\$700.00</b>	
<b>Total</b>	<b>\$2,700.00</b>	<b>\$700.00</b>	<b>\$700.00</b>	<b>(285%)</b>



## **Non-Departmental**

### **Budget Highlights and Line Item Explanations**

#### **Operations**

- Employee event-annual employee picnic.
- Departmental supplies- includes pens, paper, toner, fasteners, coffee, water, for Town Hall Departments.
- Utilities – power, water, and cable at Town Hall.
- Telephone and Communications – phone service for Town Hall.
- Postage – postage for various Town Hall departments and post office Box renewal.
- Equipment Maintenance and Repair – maintenance and supplies for office equipment.
- Vehicle Maintenance and Repair – routine maintenance for administration vehicles.
- Printing – letterhead and envelopes.
- Advertising – general advertising for meetings, events, schedule, changes, etc.
- Vehicle Supplies – gasoline, tires, etc. for administration vehicles.
- Office Supplies – has been combined with Departmental supplies.
- SVC Contracts-copier maintenance contracts (2) & AVENET (web hosting).
- Insurance – Town's property and casualty insurance, flood insurance, public official's liability insurance, and worker's comp insurance.
- County Collection Fee-service for ADVAL and vehicle tax collections for the Town.
- PEG Channel Fees-charge by Dare County to broadcast information on Channel 20 (Pass-thru funds).
- IT/Web Costs-for emergency repair of computers, servers, network equipment, backup devices and specialty software.

#### **Capital**

- Office Equipment- Video Server for Police Department.
- Vehicle replacement-2006 Crown Vic with leaking windshield, paint peeling on body, electrical problems, bad brakes. Mileage is 80,046.

#### **Reserve**

- Under House Bill 4, beginning FY 2013-2014 municipalities are required to maintain a reserve equivalent to one (1) percent of their total unemployment insurance taxable wages paid.

#### **Total Expenditures**

- Recommended budget represents a spending decrease of \$42,956 or 10.1% less than the approved FY2014-2015 budget.

### Non-Departmental(4100)

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Operations</b>				
Employee event (5220)	\$2,400.00	\$2,400.00	\$2,400.00	
Departmental Supplies(5299)	\$4,500.00	\$4,500.00	\$4,500.00	
Utilities (5330)	\$5,200.00	\$4,900.00	\$4,900.00	
Telephone & Communications (5321)	\$3,790.00	\$3,500.00	\$3,500.00	
Postage (5325)	\$500.00	\$500.00	\$500.00	
Equipment Maint. and Repair (5352)	\$500.00	\$500.00	\$500.00	
Vehicle Maint. and Repair (5353)	\$1,400.00	\$1,000.00	\$1,000.00	
Printing (5340)	\$500.00	\$400.00	\$400.00	
Advertising (5370)	\$1,000.00	\$800.00	\$800.00	
Vehicle Supplies (5250)	\$750.00	\$500.00	\$500.00	
SVC Contracts (5440)	\$6,300.00	\$6,500.00	\$6,500.00	
Insurance (5450)	\$220,000.00	\$180,000.00	\$180,000.00	
County Collection Fee (5006)	\$51,664.00	\$50,000.00	\$50,000.00	
PEG Channel Fees (5005)(pass through)	\$32,352.00	\$32,400.00	\$32,400.00	
IT/Web Costs (5383)	\$3,000.00	\$3,000.00	\$3,000.00	
<b>Total</b>	<b>\$333,856.00</b>	<b>\$290,900.00</b>	<b>\$290,900.00</b>	
<b>Capital</b>				
C/O Future Reserves 5550	\$37,500.00	\$20,300.00	\$20,300.00	
Computers (5550)	\$16,000.00	\$17,200.00	\$17,200.00	
Vehicle Replacement (5540)	\$0.00	\$16,000.00	\$16,000.00	
<b>Total</b>	<b>\$53,500.00</b>	<b>\$53,500.00</b>	<b>\$53,500.00</b>	
<b>Reserve</b>				
1% of Salaries (5455)	\$13,585.00	\$13,585.00	\$13,585.00	
<b>Total</b>	<b>\$13,585.00</b>	<b>\$13,585.00</b>	<b>\$13,585.00</b>	
<b>Total</b>	<b>\$400,941.00</b>	<b>\$357,985.00</b>	<b>\$357,985.00</b>	<b>(12%)</b>

# Police Department

## Mission

The mission of the Kitty Hawk Police Department, in cooperation with our community, is to protect life and property, and enhance the quality of life for all our customers. We will respond to the changing needs of our vacation community by implementing and sustaining compassionate, creative and comprehensive law enforcement programs, which focus on prevention, as well as apprehension.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages –includes a 2% step increase, includes \$63,817 in separation allowance payments to four (4) retired law enforcement officers. Includes \$5,000.00 for overtime and \$24,541 for Holiday pay.
- Part Time Salaries- part time employees \$5,000
- FICA – Social Security and Medicare is paid at a rate of 7.65%
- Group Insurance – \$337,140 in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums for all active department personnel. The Health Savings Account (HSA) contribution remains the same.
- Retirement – NC Local Government Employees' Retirement System and is paid at a rate of 7.15% for sworn law enforcement personnel and 6.88% for civilian personnel - supplemental retirement program (401k) in which the Town matches employee contributions up to 2% (employee must choose to participate) – additional state mandated 5% contribution to a supplemental (401k) retirement program for all sworn law enforcement personnel.
- (401k) – 2% = \$18,378 and 5% = \$41,806.
- Separation Allowance – paid to retired police officers.

### Professional Services

- Professional Services-annual officer physicals.

### Operations

- Uniforms – shirts, pants, boots, leather gear, etc.
- Vehicle Fuel – gasoline- fuel costs.
- Departmental Supplies – cleaning supplies, professional literature, office supplies, etc.
- Travel and Training – maintain certifications and attendance at additional professional development seminars and meetings. Firearm ammunition.
- Telephone and Communications – land line and cell service, the department's connection to DCI, and connections to mobile data terminals in each patrol vehicle. Includes 12 air cards and license fees for Netmotion and Phone factor (a part of two part authentication required by FBI/SBI). Gmail email.
- Postage – departmental mailings, shipping.
- Utilities – power, water, and propane.
- Printing – operations reports, investigation reports, arrest reports, warning tickets, business cards, letter heads, and envelopes.

- Equipment Maintenance and Repair – radios, radar, cameras, and shredder.
- Vehicle Maintenance and Repair – routine vehicle maintenance repair and tires.
- Service & Maintenance Contracts-software maintenance agreement with OSSl, DCI access, Copier Service Contract, Maintenance contract for in car camera.
- Dues and Subscriptions – professional organization membership dues.
- ATV Rental – lease one (1) ATV (cost shared with Public Works).
- Community outreach – Neighborhood Watch and service programs.
- GHSP Grant – Governor’s Highway Safety Grant. (Pass through funds.)

### **Capital**

- Vehicle Rotation – Purchase of one police vehicle. Replace 2005 Ford Crown Victoria with 71,000 miles and \$6,544 in maintenance cost. High maintenance cost and age qualifies for replacement.
- Equipment- In Car Camera and Ballistic Vest Rotation. The Police Department has a mandatory ballistic vest replacement program. The funds for the Ballistic Vest Rotation is provided from the Department of Justice and NCLM and this is a pass through fund.
- Cabinets, desk, and counter tops- cabinets installed 18 years ago are in poor condition. Cabinets should have been replaced after damage from Hurricane Irene.

### **Total Expenditures**

- Recommended budget represents a spending increase of \$36,645 or 2.2% more than the approved FY 2014-2015 budget.



## Police Department (4310)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent
<b>Personnel</b>				
Salaries & Wages (5121)	\$901,150.00	\$900,851.00	\$900,851.00	
Part Time Salaries (5121)	\$6,480.00	\$5,000.00	\$5,000.00	
Overtime (5122)	\$5,000.00	\$5,000.00	\$5,000.00	
FICA (5181)	\$74,255.00	\$75,121.00	\$75,121.00	
Retirement (5182)	\$68,999.00	\$69,173.00	\$69,173.00	
Group Insurance (5183)	\$284,313.00	\$337,140.00	\$337,140.00	
401k Law Enforcement 5% (5182)	\$41,249.00	\$41,806.00	\$41,806.00	
401kTown (5182)	\$18,123.00	\$18,379.00	\$18,379.00	
Separation Allowance (5980)	\$58,021.00	\$63,818.00	\$63,818.00	
<b>Total</b>	<b>\$1,457,590.00</b>	<b>\$1,516,288.00</b>	<b>\$1,516,288.00</b>	
<b>Professional Services (5193)</b>				
Medical Physicals (5193)	\$7,000.00	\$7,000.00	\$7,000.00	
<b>Total</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	<b>\$7,000.00</b>	
<b>Operations</b>				
Telephone & Comm.(5321)	\$19,960.00	\$22,547.00	\$22,547.00	
Postage (5325)	\$1,500.00	\$1,500.00	\$1,500.00	
Utilities (5330)	\$6,240.00	\$6,600.00	\$6,600.00	
Printing (5340)	\$1,500.00	\$1,500.00	\$1,500.00	
Uniforms (5212)	\$8,000.00	\$8,000.00	\$8,000.00	
Service & Main. Contracts (5440)	\$20,200.00	\$27,300.00	\$27,300.00	
Travel & Training (5310)	\$11,000.00	\$11,000.00	\$11,000.00	
Departmental Supplies (5299)	\$7,000.00	\$7,000.00	\$7,000.00	
Dues & Subscriptions (5491)	\$1,000.00	\$1,000.00	\$1,000.00	
Vehicle Fuel (5250)	\$51,000.00	\$51,000.00	\$51,000.00	
Equip. Main & Repair (5352)	\$9,000.00	\$11,000.00	\$11,000.00	
Vehicle Maint. & Repair (5353)	\$20,000.00	\$20,000.00	\$20,000.00	
ATV Rental (5433)	\$2,800.00	\$1,400.00	\$1,400.00	
Community Outreach (5497)	\$1,000.00	\$1,000.00	\$1,000.00	
GHSP Grant (5060)(pass through)	\$20,000.00	\$20,000.00	\$20,000.00	

<b>Expenditure by Type</b>	<b>2014-2015 Approved</b>	<b>2015-2016 Requested</b>	<b>2015-2016 Approved</b>	<b>Percent</b>
<b>Total</b>	<b>\$180,200.00</b>	<b>\$190,847.00</b>	<b>\$190,847.00</b>	
<b>Capital</b>				
Equipment (5550)(some pass through)	\$8,400.00	\$5,000.00	\$5,000.00	
Vehicle Rotation (5540)	\$53,800.00	\$26,900.00	\$26,900.00	
Office Copier	\$11,000.00	\$0.00	\$0.00	
Cabinets, desk, and counter tops	\$0.00	\$8,600.00	\$8,600.00	
<b>Total</b>	<b>\$73,200.00</b>	<b>\$40,500.00</b>	<b>\$40,500.00</b>	
<b>Total</b>	<b>\$1,717,990.00</b>	<b>\$1,754,635.00</b>	<b>\$1,754,635.00</b>	<b>2%</b>

# Fire Department

## Mission

It is the mission of the Kitty Hawk Fire Department to exceed our citizen's expectations and provide safe, quick, and effective lifesaving service to the community of Kitty Hawk.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages – includes a 2% step increase along with \$16,100 for overtime, \$8,877.00 for holiday pay, and \$12,000 for volunteer incentive pay, \$194,647 for part-time firefighters. No increase in the number of positions.
- Overtime-includes pay at one and a half times an employee's regular hourly rate for any hours worked over the FLSA threshold
- FICA – Social Security and Medicare is paid at a rate of 7.65%
- Retirement – NC Local Government Employees' Retirement System is 6.88% and a 401k Supplemental retirement program in which the Town matches employee contributions up to 2% (employee must choose to participate).
- Fireman's Relief Fund – pension fund for retired firefighters, \$4,440.00.
- Group Insurance \$131,816 in premiums budgeted – includes continuation of a High Deductible Health Plan (HDHP) for medical insurance as well as dental and life insurance premiums. The Health Savings Account (HSA) remains the same.

### Professional Services

- Professional services – annual physicals for firefighters - \$12,250.00.

### Operations

- Telephone and Communications – landline and cell service – replace 3 pagers and purchase 1 iPad.
- Postage – mailings, shipping, etc.
- Utilities – power, water, and internet.
- Uniforms – Personal Protective Equipment (Turn Out Gear) and uniforms for personnel. (price increase).
- Service and Maintenance Contracts – maintenance contract for software, breathing apparatus, ladder testing, copy machine, uniform cleaning, floors, sprinkler and alarm monitoring.
- Travel and Training – required to maintain certifications, additional training and seminars.
- Departmental Supplies – new and replacement equipment for the operations, apparatus, office, station, and vehicles. Includes Culligan water and coffee.
- Dues and Subscriptions – membership dues for professional organizations and NFPA Codes.
- Vehicle Supplies – gasoline, tires, etc.
- Equipment Maintenance and Repair – routine maintenance of equipment.
- Vehicle Maintenance and Repair- routine maintenance and repair of vehicles and apparatus.

**Capital**

- Breathing Apparatus Bottles- replace 3 (4500 psi) bottles and packs. Maintains compliance with OSHA.
- Air Compressor- Capital Reserve Account established for future replacement.
- Replace vehicle- vehicle for Fire Inspector/Code Enforcement Officer. Cost shared with Planning & Inspection. Existing vehicle has 96,676 miles and is 16 years old.

**Debt Service**

- Firehouse – annual debt service payment for firehouse. Debt service will be paid off in 2024.

**Total Expenditures**

Represents a \$99,402 decrease from the FY 2014-2015 budget, due to ocean rescue being separated from the fire department.



## Fire Department(4340)

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries & Wages (5121)	\$619,325.00	\$533,037.00	\$533,037.00	
Salaries-part time (5121)	\$190,856.00	\$194,647.00	\$194,647.00	
Overtime (5122)	\$16,098.00	\$16,100.00	\$16,100.00	
Volunteer Incentive Pay (5121)	\$12,000.00	\$12,000.00	\$12,000.00	
FICA (5181)	\$64,129.00	\$57,817.00	\$57,817.00	
Retirement (5182)	\$53,337.00	\$51,173.00	\$51,173.00	
Fireman's Relief Fund (5182)	\$4,440.00	\$4,440.00	\$4,440.00	
Group Insurance (5183)	\$128,391.00	\$131,816.00	\$131,816.00	
401k Town (5182)	\$10,776.00	\$10,983.00	\$10,983.00	
Total	\$1,099,352.00	\$1,012,013.00	\$1,012,013.00	
<b>Professional Services (5193)</b>				
Medical Physicals (5193)	\$13,050.00	\$12,250.00	\$12,250.00	
Total	\$13,050.00	\$12,250.00	\$12,250.00	
<b>Operations</b>				
Telephone & Comm. (5321)	\$10,793.00	\$8,000.00	\$8,000.00	
Postage (5325)	\$250.00	\$250.00	\$250.00	
Utilities (5330)	\$13,913.00	\$14,000.00	\$14,000.00	
Printing (5340)	\$600.00	\$0.00	\$0.00	
Uniforms (5212)	\$21,000.00	\$17,000.00	\$17,000.00	
Ser. & Main. Contracts (5440)	\$4,250.00	\$8,300.00	\$8,300.00	
Travel & Training (5310)	\$9,750.00	\$10,000.00	\$10,000.00	
Departmental Supplies (5299)	\$16,600.00	\$13,200.00	\$13,200.00	
Dues & Subscriptions (5491)	\$2,150.00	\$2,000.00	\$2,000.00	
Vehicle Supplies (5250)	\$16,500.00	\$13,000.00	\$13,000.00	
Equipment Maint. & Repair (5352)	\$14,000.00	\$11,500.00	\$11,500.00	
Vehicle Maint. And Repair (5353)	\$24,000.00	\$23,000.00	\$23,000.00	
ATV Lease (5433)	\$4,000.00	\$0.00	\$0.00	
Total	\$137,806.00	\$120,250.00	\$120,250.00	
<b>Capital</b>				
Breathing Apparatus (5550)	\$17,000.00	\$18,000.00	\$18,000.00	
800 mhz Portable Radio	\$5,207.00	\$0.00	\$0.00	

Expenditures by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
Replace Code Enforcement/Fire Insp. Vehicle	\$0.00	\$10,500.00	\$10,500.00	
Replace Air Compressor (Cap. Res.)	\$20,000.00	\$20,000.00	\$20,000.00	
<b>Total</b>	<b>\$42,207.00</b>	<b>\$48,500.00</b>	<b>\$48,500.00</b>	
<b>Debt Service</b>				
Firehouse (5710)	\$282,000.00	\$282,000.00	\$282,000.00	
<b>Total</b>	<b>\$282,000.00</b>	<b>\$282,000.00</b>	<b>\$282,000.00</b>	
<b>Total</b>	<b>\$1,574,415.00</b>	<b>\$1,475,013.00</b>	<b>\$1,475,013.00</b>	<b>(7%)</b>

# OCEAN RESCUE

## Mission

It is the mission of the Kitty Hawk Ocean Rescue to exceed our customer's expectations and provide safe, immediate, and effective lifesaving services to the community of Kitty Hawk.

## Budget Highlights and Line Item Explanations

### Personnel

- Salaries and Wages-includes a \$5,090 decrease from the FY 2014-2015 budget. These employees are seasonal full time. Decrease in the number of lifeguards by changing the Director of Ocean Rescue position to Fair Labor Standards Act exempt.
- FICA- Social Security and Medicare and is paid at a rate of 7.65%

### Operations

- Telephone and Communications- landline and cell service- replace one (1) pager.
- Printing- Ocean Rescue Water Safety and Town information handouts.
- Uniforms- for seasonal employees.
- Travel and Training- Open Water Lifeguard training and American Heart First Responder training, text books, USLA seminars.
- Departmental Supplies- for lifeguards, vehicles, and equipment.
- Dues and Subscriptions- USLA Membership.
- Vehicle Supplies-fuel and tires.
- Equipment Maintenance and Repair-routine maintenance of equipment.
- Vehicle Maintenance and Repair- routine maintenance of vehicles and jet skis.
- ATV Lease- lease two (2) ATV's for Ocean Rescue.

### Total Expenditures

Represents a \$6,329 decrease from the FY 2014-2015 budget.

### Ocean Rescue (4370)

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Personnel</b>				
Salaries & Wages (5221)	\$96,642.00	\$91,552.00	\$91,556.00	
FICA (5181)	\$7,393.00	\$7,004.00	\$7,004.00	
<b>Total</b>	<b>\$104,035.00</b>	<b>\$98,556.00</b>	<b>\$98,560.00</b>	



Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Professional Services</b>				
Medical Physicals (5193)	\$800.00	\$800.00	\$800.00	
Total	\$800.00	\$800.00	\$800.00	
<b>Operations</b>				
Telephone and Communications (5321)	\$1,000.00	\$800.00	\$800.00	
Printing (5340)	\$600.00	\$600.00	\$600.00	
Uniforms (5212)	\$3,000.00	\$3,000.00	\$3,000.00	
Travel and Training (5310)	\$750.00	\$750.00	\$750.00	
Departmental Supplies (5299)	\$2,750.00	\$2,600.00	\$2,600.00	
Dues and Subscriptions (5491)	\$100.00	\$100.00	\$100.00	
Vehicle Supplies (5250)	\$3,500.00	\$3,000.00	\$3,000.00	
Equipment	\$750.00	\$750.00	\$750.00	
Maintenance and Repair (5352)				
Vehicle Maintenance and Repair (5353)	\$2,000.00	\$2,000.00	\$2,000.00	
ATV Lease (5433)	\$4000.00	\$4,000.00	\$4,000.00	
Total	\$18,450.00	\$17,600.00	\$17,600.00	
<b>Capital Outlay</b>				
	\$0.00	\$0.00	\$0.00	
Total	\$0.00	\$0.00	\$0.00	
<b>Total</b>	<b>\$123,285.00</b>	<b>\$116,960.00</b>	<b>\$116,960.00</b>	<b>(5%)</b>

## Storm Damage Reduction

### Budget Highlights and Line Item Expenditures

#### Contracted Services

- Legal Fees- legal services for preparation of easements.
- Engineering- studies, design, preparation of plats and plans.
- Financial Consultant- consultant services to determine viability of proceeding with storm damage reduction.
- Funding provided by Dare County. These are pass through expenditures.

#### Operations

- Postage- mailing costs associated with property notifications.
- Advertising- ads for public hearings.
- Printing- cost for printing documents for mass mail out.
- Funding provided by Dare County. These are pass through expenditures.

#### Capital

Capital Reserve Fund established for Storm Damage Reduction projects. This represents \$.02 of the Property Tax for Kitty Hawk.

#### Storm Damage Reduction

Expenditure by Type	2014-2015 Approved	2015-2016 Requested	2015-2016 Approved	Percent Change
<b>Contracted Services</b>				
Legal Fees	\$30,000.00			
Engineering	\$437,564.00			
Financial Consultant	\$45,000.00			
Total	\$512,564.00			
<b>Operations</b>				
Postage	\$3,800.00			
Advertising	\$2,000.00			
Printing	\$1,500.00			
Total	\$7,300.00			
<b>Capital</b>				
Capital Reserve Fund	\$211,287.00			
Total	\$211,287.00			
<b>Total</b>	<b>\$731,151.00</b>			

**THIS IS BEING REPLACED BY THE BEACH NOURISHMENT CAPITAL PROJECT**



## Beach Nourishment

### Budget Highlights and Line Item Expenditures

The Beach Nourishment department is established in order to reduce the vulnerability of public infrastructure, reduce flooding, and reduce vulnerability of ocean front homes within the Town. This project is anticipated to cost approximately \$23.3 million including design, permitting, sand pumping, construction, professional fees, monitoring, maintenance, and other. The funding to pay associated costs with the project is anticipated to come from Special Obligation Bonds and funding from Dare County Beach Nourishment Occupancy tax funds. The special obligation bonds will be repaid with funding from the Dare County Beach Nourishment fund and through a town-wide tax of \$.04 and \$.12 increase in one municipal service district (MSD), which was created by the Town of Kitty Hawk Council on April 7, 2015. Construction for the project is anticipated to begin in February 2016. The Dare County Beach Nourishment Occupancy Tax funds will be utilized to pay upfront costs in the amount of approximately \$11,254,691. Approximately \$10,185,309 in special obligation bonds are anticipated for issuance for the Town's initial beach nourishment project. Approximately \$7,424,882 of the bonds and interest will be repaid through Dare County occupancy tax. Debt service payment for the special obligation bonds is anticipated to begin in September, 2016. The bonds will be repaid over five years. A Beach Nourishment Capital Project Ordinance is also included in this budget document.

#### **Capital**

Capital Project Reserve Fund established for Beach Nourishment Projects and Municipal Service District (MSD). This represents \$.04 town wide and \$.12 MSD of the Property Tax for Kitty Hawk. Funds will be placed in a Capital Project Fund for Beach Nourishment for debt service payments.

#### **Beach Nourishment**

<b>Expenditure by Type.</b>	<b>2015-2016 Requested</b>	<b>2015-2016 Approved</b>	<b>2015-2016 Approved</b>
<b>Transfer to Beach Nourishment Capital Project Reserve</b>	<b>\$926,421</b>	<b>\$926,421</b>	<b>\$926,421</b>
<b>Total</b>	<b>\$926,421</b>	<b>\$926,421</b>	<b>\$926,421</b>
<b>Total</b>	<b>\$926,421</b>	<b>\$926,421</b>	<b>\$926,421</b>



# Appendices

## **BUDGET DEVELOPMENT CALENDAR FOR FY 2015-2016**

January 12, 2015	10:00 AM Workshop to discuss possible privatization of Ocean Rescue.
February 9, 2015	10:00 AM Town Manager meets with Department Heads to discuss worksheets.
February 23, 2015	Department Heads and staff return budget work sheets.
February 25 and 26, 2015	Town Manager discusses proposed budgets with Department Heads and staff.
April 27, 2015	10:00 AM Workshop- Town Manager and Finance Officer present preliminary budget.
May 19, 2015	Public Hearing advertised for proposed budget for June 1, 2015.
May 19, 2015	Town Manager files proposed budget with Town Clerk.
June 1, 2015	6:00 PM Public Hearing and possible adoption of FY 2015-2016 budget.
July 1, 2015	Approved FY 2015-2016 budget becomes effective.

# **Town Council Goals, Work Objectives, and Financial Policies For FY 2015-2016**

## **A. Functional Area: Public Safety**

### **1. Police/Law Enforcement**

- (a) Provide services, prevent crimes and protect persons and property within the Town of Kitty Hawk in a "customer/user-friendly" manner.
- (b) Maintain high visibility of Police in the community through business and residence checks along with aggressive foot patrols.
- (c) Work with neighborhoods and citizen groups to initiate and maintain Community Outreach Programs.
- (d) Continue to promote a professional, well-trained police, adequately paid workforce that is courteous, friendly, and helpful to residents, corporate citizens, and visitors to the Town, and whom constituents trust.
- (e) Maintain Police Department web page with current information.
- (f) Publicize, educate, and expand community-oriented programs, such as Shop-with-a-Cop, Bank Alarm Response, Project Lifesaver, and Community Outreach Programs.
- (g) Encourage law enforcement personnel to be involved in the community, as well as civic organizations in the Town.
- (h) Provide information and reports to the Town Manager for inclusion in the Manager's Report, the Town Newsletter, and the Town web site.
- (i) Coordinate with NC Highway Patrol, Currituck Sheriff's Department, as well as the Southern Shores and Duck Police Departments to enhance safety and traffic flow at the intersection of US 158 and Ocean BLVD in Kitty Hawk during seasonal weekend peak periods.

### **2. Building Inspections/Code Enforcement**

- (a) Review all building plans in an efficient and customer-friendly manner.
- (b) Administer the local CAMA program in an efficient and customer-friendly manner.



- (c) Inform and educate the general public on development issues, processes, and projects within the Town of Kitty Hawk.
- (d) Respond to all public inquiries in a timely and accurate manner.
- (e) Notify impacted property owners about significant Town improvement projects (could include an informational meeting, website, e-newsletter, letters, or other means as necessary).
- (f) Update the Town's website with FAQ's, additional information, and online application forms.
- (g) Continue under a general policy of pursuing violations according to the Town's policy, working with owners on alternative solutions and allowing a reasonable amount of time for compliance to be achieved.
- (h) Provide equitable enforcement of sign violations in accordance with the adopted sign ordinance as detected during normal course of business.
- (i) Ensure a well-trained Planning and Inspections Department:
  - 1. Building Inspector to attend required continuing education courses in each of the five trades in order to maintain State certifications.
  - 2. CAMA Local Permit Officer (LPO) to attend required continuing education courses in order to maintain State certification and the Town's participation in the CAMA local permitting program.
  - 3. Code Enforcement Officer to attend required continuing education courses to maintain NCAZO certification.
- (j) Provide information for the Town Newsletter, Manager's Report, and Town Website that reflects the activities of the Planning & Inspection Department.

### **3. Fire Service**

- (a) Continue daily staffing of four (4) firefighters on duty using full time and part-time personnel to meet NCDOT standards and assuring that assigned tasks are accomplished effectively and safely.
- (b) Continue to recognize firefighters for their service to the Town of Kitty Hawk at Town Council meetings for three years, five years, and each five-year increment afterwards.

- (c) Make progress toward achieving five- (5) minute response times for fire and medical calls for service, 90% of the time.
- (d) Make progress toward achieving nine- (9) minute response times for full first alarm assignments for fire emergencies, 90% of the time.
- (e) Conduct required Fire Code Compliance Inspections in sufficient number to meet NCGS 160A-411.
- (f) Continue Pre-Incident Surveys in order to visit each business and target hazard in Kitty Hawk on an annual basis.
- (g) Maintain open lines of communication between elected officials, Town Manager, and all other town departments and fire department.
- (h) Work towards lowering the fire department's Fire Protection Rating to Class 4.

#### **4. Ocean Rescue**

- (a) Continue to monitor and evaluate the beach populations to determine the need for an additional positions and/or stationary lifeguard stands.
- (b) Conduct weekly education programs to time-share occupancies from Memorial Day – Labor Day, educating weekly visitors in water safety and the dynamics of the ocean.
- (c) Maintain open lines of communication between elected officials, Town Manager, and all other town departments.
- (d) Educate beachgoers regarding the importance of removing all beach items each day and the safety hazards of leaving items unattended overnight. Include information in tide brochure.

#### **5. Emergency Preparedness**

- (a) In concert with Dare County's plans, update the Town's Emergency Preparedness, Response, and Recovery Plan before the beginning of Hurricane Season.
- (b) In concert with Dare County's plans, complete all of the preparations for Hurricane Season as laid out by the Town's Emergency Preparedness, Response, and Recovery Plan prior to Hurricane Season.
- (c) Maintain a liaison to the Dare County EOC.
- (d) Complete all training necessary to remain compliant with the National Incident Management System (NIMS).

## **B. Functional Area: Transportation**

### **1. Regional Transportation**

- (a) Continuously evaluate Kitty Hawk's level of participation and commitment to various surface transportation planning initiatives in the region.
- (b) Continue participation in the TCC/TAC meetings and make recommendations relative to transportation in the RPO.

### **2. Multi-Use Paths, Beach/Sound Access Points & Parking**

- (a) Include public input as a key component throughout the planning process.
- (b) Evaluate the location and design of such facilities with the intention of not degrading the aesthetics and quality of life for neighboring property owners.
- (c) Focus on providing public beach access toward the southern end of the Town.
- (d) Work with property owners on acquiring suitable property or easement by voluntary means for such purposes as multi-use paths, beach accesses, and parking areas.
- (e) Identify and pursue grants and other funding sources for multi-use paths, access points, and parking areas identified in the Recreation Master Plan.
- (f) Evaluate life cycle costs to determine the Town's ability to maintain new amenities within the constraints of existing requirements and resource priorities.
- (g) Plan and maintain access points with environmentally sensitive crossovers that meet CAMA and other State and Federal requirements, consistent with Beach Nourishment sustainability and Recreation Master Plan priorities, when compatible.

### **3. Streets**

- (a) Maintain street and directional signage to standards as prescribed by the Manual of Uniform Traffic Control Devices (MUTCD).
- (b) Routinely maintain Highway 12 at a level greater than that maintained by the North Carolina Department of Transportation by sweeping sand build-up from the street and shoulders bi-monthly or as often as necessary for safe travel by pedestrians, bikes, and vehicles.
- (c) Continue to maintain all streets in Kitty Hawk while properly utilizing Powell Bill funds.



## **C. Financial Policies**

- (a) Insure that the Town Council's adopted policies are strictly enforced.
- (b) Insure the immediate execution of budgetary and fiscal decisions and to provide financial data, records, contracts, and files for needed fiscal decision-making.
- (c) Provide monthly reports for the Town's financial condition to the Town Council, all departments, and State and Federal agencies.
- (d) Look for ways to further automate accounting functions in order to streamline and operate more efficiently.
- (e) Promptly pay submitted reimbursable expenses and payments to vendors so as to take advantage of any discounts that would be in the Town's best interest.
- (f) Maximize cash flow and investment earnings in accordance with Town policies and NC General Statutes.
- (g) Insure the accurate and prompt collection of Town revenues, including monitoring receipt and use of State and Federal grant funds.
- (h) Monitor expenditures in accordance with budget and ensure cost effective purchasing.
- (i) Accurately and promptly process departmental payrolls and employ systems to track use of sick leave, vacation leave, and compensatory time off.
- (j) Keep all Town departments informed on a "real time" basis of their financial condition and to coordinate and approve purchases by all Town departments and functions.
- (k) Review and integrate current and historical financial data into formats reflecting our changing financial condition toward fulfillment of the Town's Financial Policy goals in accordance with GASB, state, and federal reporting requirements.
- (l) Administer the Town's financial accounting system in accordance with generally accepted accounting principles and applicable statutory requirements and provide accurate and timely financial reports.

## **D. Economic and Community Development**

### **1. Ordinance/Plan Review**

- (a) Update the zoning ordinance and other development standards as necessary to address the changing needs of residents and businesses in the community.
- (b) Conduct thorough review and update of the Town's adopted CAMA land use plan using the Planning Board and in-house resources consistent with revised state standards, when published.

### **2. Development Review**

- (a) Select and utilize well qualified professional consulting engineers with coastal experience as needed during the site plan review process.
- (b) Select well qualified professional consulting architects or engineers for special projects for the Town on a case-by-case basis.
- (c) Review all site plans, plats, and other development applications for conformance with Town regulations in a timely, consistent, and customer-friendly manner.
- (d) Provide training opportunities for Planning Board and Board of Adjustment members to better understand their roles and responsibilities as appointed boards for the Town of Kitty Hawk.

## **E. Environmental and Aesthetic Concerns**

### **1. Dunes**

- (a) Monitor beach and dune erosion and take immediate steps to remedy situations that compromise public safety.
- (b) Continue to explore, develop and implement strategies to initiate an appropriate dune stabilization program on public property such as sprigging with beach grasses, installing sand fences, and/or environmentally sensitive dune crossovers, and installing "keep off the dune" signs visible from both sides of the dune.
- (c) Provide beach access in areas where dunes are vulnerable and provide walkways with appropriate signage to direct foot traffic to less sensitive areas.

- (d) Complete Beach Nourishment Project construction in FY 2016/17.

## **2. Stormwater Management**

- (a) Continue implementation of cost effective recommendations presented in the 2012 Stormwater Management Plan.
- (b) Maintain adopted stormwater management standards for new commercial, institutional, and multi-family residential development.

## **3. Beach Nourishment**

- (a) In cooperation with Dare County, Kill Devil Hills and Duck, implement the Kitty Hawk portion of the Beach Nourishment project in 2016/17 Fiscal Year, with funding from occupancy tax revenue in the Dare County Beach Nourishment Fund, and property tax revenue from town-wide and Municipal Service District tax collection.
- (b) Monitor the effectiveness of the beach nourishment project in satisfying the town's goals for the project, as outlined in "Beach Nourishment Project Town of Kitty Hawk North Carolina" by Coastal Planning and Engineering North Carolina, dated November 3, 2014. Evaluate cost benefit for continuation beyond the five year project life span.
- (c) Develop a program for Beach Nourishment Maintenance to provide funding for required sand replenishment following the projected five year life span of a successfully constructed project.

## **4. Solid Waste**

- (a) Ensure that the Town's solid waste management opportunities and requirements are consistent with needs and expectations of the general public in a user-friendly manner.

## **5. Beautification**

- (a) Emphasize the continued maintenance and enhancement of beautification efforts along the Town's key entryways and corridors.

## **6. Flood Damage Protection**

- (a) Review all development projects in a fair and reasonable manner for compliance with the standards of the Town's flood damage prevention ordinance and FEMA regulations.
- (b) Offer a variety of educational opportunities for local residents to learn about improving personal safety.

- (c) Conduct flood damage prevention activities in a manner that increases the Town's score in the Community Rating System, thus reducing insurance rates in Kitty Hawk.

## **F. Leisure-Time Activities**

### **1. Parks and Recreation**

- (a) Work with property owners on acquiring suitable property or easements by voluntary means.
- (b) Evaluate the location and design of recreational facilities with the intention of not degrading the aesthetics and quality of life for neighboring property owners.
- (c) Identify and pursue grants and other funding sources for recreational improvements.
- (d) Conduct public information sessions prior to the construction stage of recreational projects.

## **G. Administrative Policies**

### **1. Personnel**

- (a) Conduct all of the Town's personnel functions in a cost effective, efficient, and user-friendly manner
  - 1. Maintain staffing levels at a ratio proportionate to the population and needs of the Town.
  - 2. Make every effort to hold down employee benefit insurance costs.
- (b) Develop and operate a personnel system that will recruit and retain high quality employees for the Town of Kitty Hawk.

### **2. Town Management**

- (a) Enforce the Town's Personnel Policy and other personnel related policies fairly and equitably to all Town employees.
- (b) Fulfill the statutory requirements of the Town Manager's office consistent with the North Carolina General Statutes
- (c) Direct and supervise the administration of all Town departments and divisions.
- (d) Ensure that all Department Heads maintain a staffing level that does not require excessive amounts of overtime or compensatory time.



- (e) Attend all meetings of the Town Council and make professional recommendations as appropriate.
- (f) Ensure that all laws of the State of North Carolina, Town Charter, ordinances, resolutions, and regulations of the Town Council are faithfully executed.
- (g) Prepare and submit the annual budget and Capital Improvement Plan to the Town Council.
- (h) Annually submit to the Town Council, and make a copy available for public inspection a complete audit on the finances and administrative activities of the Town as of the end of the fiscal year.
- (i) Perform any other duties that may be required or authorized by the Town Council, consistent with State and Federal laws.
- (j) Communicate all areas of concern with the Town Council either in a formal Council venue or via memo or email.
- (k) Promptly return all phone calls and emails from members of the Town Council and the general public.
- (l) Meet with individual members of the Town Council as needed.
- (m) Represent the Town at local, regional, and state meetings that will enhance the knowledge of the policies and economic conditions.
- (n) Educate new and existing employees about the Town policies and procedures:
  - 1. Conduct orientation for all new Town employees to inform them of the Town's policies and procedures, their department's policies, and procedures, the benefits that they receive for being a Town employee, and to answer any of their questions so that their transition into their new position is smooth.
  - 2. Notify all employees of new policies when existing policies are amended or new policies are adopted by town council. Hold workshops as needed.
- (o) Keep all Town policies and procedures updated and in accordance with State and Federal law.
  - 1. Review each Town Policy on annual basis in conjunction with the Town Attorney. Update as required with Town Council concurrence.
  - 2. Develop new policies as needed, in conjunction with the Town Attorney, and implement following Town Council approval.
- (p) Conduct exit interviews for all employees leaving the Town service to make them aware of the possibility of continued health insurance through COBRA,

to provide them with information about additional insurance and retirement programs that will be ending and to obtain information about why they are leaving the Town service so that the Town can improve itself as an employer.

- (q) Attend conferences and training sessions related to personnel management, safety, insurance, and municipal administration.

### **3. Connecting Citizens with the Town**

- (a) Communicate effectively with all of the Town's citizens.
- (b) Publish the Manager's Newsletter and direct readers to the Town's web site where more information can be provided.
- (c) Increase the number of recipients of the Manager's Newsletter by email.
- (d) Update the general information on the Town's web site weekly or as needed.
- (e) Post all meeting minutes on the Town's web site.
- (f) Post the monthly building activity report on the Town's web site.
- (g) Post all meeting agenda's on the web site.
- (h) Update Channel 191 as necessary with useful and timely information.
- (i) Develop programs for Channel 191 depicting Town services to develop a community awareness of the operation and function of the Town government.
- (j) Send press releases to local media outlets when warranted.
- (k) Maintain an open door policy. Greet all visitors with courtesy as they arrive at Town Hall. Assist citizens and other visitors with or without an appointment.
- (l) Promptly return all customer phone calls and emails
- (m) Conduct informational workshops to increase the awareness and understanding of important issues by the general public, as needed.
- (n) Utilize media opportunities by creating informational videos and posting on web site and YouTube.

### **4. Special Notification**

- (a) Provide newspaper and email notification to citizens when the day services, such as solid waste collection, change or special services, such as large item pick-up or chipping service are offered.

- (b) Provide up-to-date public information on the bulletin board located in Town Hall.

## **5. Boards and Committees**

- (a) Develop means for recruiting citizens to serve on the Town's boards and committees and to provide adequate training for citizen volunteers appointed to the boards and committees.

## **6. Council Workshops**

- (a) Plan and conduct Council workshops as requested.

## **7. Revenue Policy**

- (a) The tax rate shall be reviewed and set each year based on the estimated cost of providing general government services and future capital requirements.
- (b) The Town will set fees that will optimize user charges for identifiable services. To the extent practical, any Town service that is of a higher level to or benefits specific recipients shall be supported by user fees designed to recover costs from those recipients. Examples are certain recreation activities, programs that may be funded through user fees and registration charges, and building and code enforcement activities funded through permit fees.

## **8. Operating Budget Policy**

- (a) Current operating revenues will be sufficient to support current operating expenditures. Typically the available fund balance appropriated shall not exceed an amount that management can reasonably expect to save during the year except as authorized by Council action during periods of abnormal events or economic conditions.
- (b) It is the policy of the Town that the operating budget must be prepared in accordance with Generally Accepted Accounting Principles as required by the North Carolina Local Government Budget & Fiscal Control Act (N.C.G.S. 159)

## **9. Accounting Policy**

- (a) An independent certified public accounting firm will audit and issue an official opinion on the Town's annual financial statements to the Town Council annually.



## 10. Debt Policy

- (a) Capital improvements financed through the issuance of bonds or through an installment purchase contract (NCGS 160-A. 20) shall be financed for a period not to exceed the anticipated useful life of the project.

## 11. Fund Balance Policy

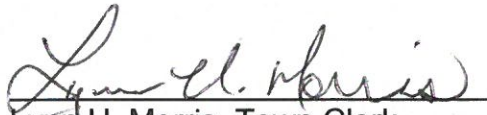
- (a) The Town will strive to maintain a targeted minimum Fund Balance in the amount of \$3.5 million for emergency purposes related to extraordinary or catastrophic events.

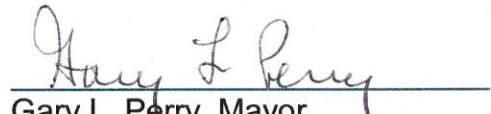
## 12. Capital Reserve Fund

- (a) The Town will maintain a Capital Reserve Fund for the purposes of long range funding for specific future capital improvements necessary for the continued high level of service in areas of public safety, technology development, recreational facilities and beach nourishment.

Adopted this 1<sup>st</sup> day of June, 2015 by the Kitty Hawk Town Council.

(SEAL)

  
Lynn U. Morris, Town Clerk

  
Gary L. Perry, Mayor

## **Board and Committee Work Plans**

<b>Recreation Committee Work Plan For FY 2015-2016</b>
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**Priority # 1****Objective**

Sandy Run Park- Support and advise staff on continued improvements to the park.

**Financial Input**

1. Staff time

**Community Impact**

1. Provide citizens with beneficial and well maintained parks.

**Priority # 2****Objective**

Dare County Park in Kitty Hawk-Maintain communications and provide support to Dare County.

**Financial Input**

1. Staff time

**Community Impact**

1. Provide citizens with adequate park facilities.

**Priority # 3****Objective**

Monitor usage and consider additional locations for the installation of bike racks.

**Financial Input**

1. Staff Time
2. General Fund
3. Capital Improvement Plan



### **Community Impact**

1. Encourage citizens and visitors to use alternative modes of transportation.
2. Provide for safe and convenient place for citizens and visitors to park bikes.

### **Priority # 4**

#### **Objective**

Support request to NCDOT for construction of a multi-use path on Kitty Hawk Road from The Woods Road to Twiford Street as a part of state plans for road improvements.

#### **Financial Input**

1. NCDOT funding
2. Matching funds passed by Council.

#### **Community Impact**

1. Encourage citizens and visitors to use alternative modes of transportation.
2. Prioritizes proposed multi-use paths as to expedite project selections.
3. Additional connectivity of neighborhoods for pedestrians and cyclists.

### **Priority # 5**

#### **Objective**

Maintain the Recreation Master Plan and a prioritized Multi-Use Path Master Plan and implementation strategy.

#### **Financial Input**

1. Staff Time
2. General fund
3. Capital Improvement Plan

#### **Community Impact**

1. Accomplishes Town goal of developing short-term and long-term plans for parks and recreation activities.
2. Accomplishes Town goal of developing a comprehensive master plan for multi-use paths that provides pedestrian/bicycle safety crossing for US 158 and NC 12, provides connectivity with destinations along the route, and ensures paths are compatible for multi-purpose activities.
3. Visually outlines existing and proposed multi-use paths.
4. Prioritizes proposed multi-use paths so as to expedite project selections.
5. Additional connectivity of neighborhoods for pedestrians and cyclists.
6. Prioritizes recreational needs identified by citizens.

7. Allows needs to be incorporated into Capital Improvement Plan.

<p style="text-align: center;"><b>Planning Board Work Plan</b> <b>FY 2015-2016</b></p>
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### **Priority # 1**

#### **Objectives**

1. Review site plans, conditional use permits, rezoning requests, and other development applications for compliance with adopted Town development standards, plans, and policies.
2. Review proposed text amendments to the Town's adopted development standards.

#### **Financial Input**

\$11,667

1. Member compensation (includes 12 monthly meetings, as needed) (\$9,037)
2. Transcription of meeting minutes (\$2,620)
3. Staff resources
4. Town Attorney

#### **Community Impact**

1. The Kitty Hawk Town Code requires the Planning Board to review and offer recommendations regarding zoning amendments, text amendments to development standards, conditional use permits, and site plans.
2. Using the various members' knowledge and experience, the Planning Board provides Town Council with insightful recommendations on development related issues, which allows the Town Council to make better informed decisions.

#### **Alternatives**

1. None.

### **Priority # 2**

#### **Objective**

As necessary, propose revisions and updates to the Town's zoning ordinance, subdivision codes, and other development standards.

## **Financial Input**

\$3,610

1. Member compensation (includes four additional meetings, only if needed) (\$3,010)
2. Transcription of meeting minutes (\$600)
3. Staff resources
4. Town Attorney

## **Community Impact**

Updated and user-friendly zoning and subdivision ordinances are necessary to incorporate the policies of the Town Council and CAMA Land Use Plan, clarify development standards as necessary, and keep up to date with changing development needs and practices.

## **Alternatives**

1. Having no changes to the current ordinances, which could lead to outdated, ineffective, and legally deficient ordinances.

## **Priority # 3**

### **Objective**

Provide continuing training for all members.

Attend or provide training sessions that could include topics such as a legal overview of the decision-making process, fundamentals of zoning and land use planning, current land development standards and practices, or other specific topics as necessary.

### **Financial Input**

\$500

1. Staff resources
2. Town Attorney
3. UNC School of Government books and other publications
4. APA-NC planning workshops targeted toward planning board members

### **Community Impact**

1. Training will allow the Planning Board members to have increased knowledge of the development issues and processes.
2. The Planning Board, and ultimately Town Council, may make decisions that are more defensible from a legal perspective.
3. Planning Board members will gain a deeper understanding of their roles and responsibilities as appointed officials.



## **Alternatives**

1. No training, which could result in the Board making less educated or legally unsound decisions.
2. Partner with other Outer Banks communities on funding training by the UNC School of Government, APA-NC, or other agencies.

## **Board of Adjustment Work Plan FY 2015-2016**

### **Priority # 1**

#### **Objectives**

1. Review variances as a quasi-judicial body and render decisions to vary or modify any regulation or provision of the zoning ordinance relating to the construction, or alteration of buildings or structures or the use of land so that the intent and spirit of the Town's development standards are maintained, public safety and welfare secured, and substantial justice done.
2. Hear and decide appeals from and review any order, requirement, decision, or determination made by Town staff to ensure fair and equitable enforcement of Town development standards.
3. Interpret zoning maps and disputed questions of lot lines or district boundary lines and similar questions that may arise in the administration of the zoning ordinance.

#### **Financial Input**

\$3,530

1. Member compensation
2. Legal advertisements for hearings
3. Legal assistance (if/when necessary)
4. Transcription of meeting minutes
5. Staff resources

#### **Community Impact**

1. Board of Adjustment is statutorily responsible to hear appeals, consider special cases, and grant relief when hardship results from the strict application of the ordinance to a particular piece of property.

## **Alternatives**

1. The Planning Board could serve as the Board of Adjustment.

## **Priority # 2**

### **Objective**

Provide training for all members.

### **Financial Input**

\$250

1. Staff resources
2. Town Attorney
3. UNC School of Government
4. Books and other resource materials
5. Workshops or seminars targeting Board of Adjustment Members

### **Community Impact**

1. Increased knowledge of zoning process and procedures
2. Decisions that are more defensible from a legal perspective
3. Deeper understanding of roles and responsibilities as appointed officials

### **Alternatives**

1. Board of Adjustment members making less educated decisions.

## **Priority # 3**

### **Objective**

Provide an orientation program for newly appointed Board of Adjustment members.

### **Financial Input**

None

1. Staff resources
2. Town Attorney
3. UNC School of Government publications

### **Community Impact**

1. Providing a formal orientation program will allow new members to more quickly understand their roles and responsibilities as members of the Board of Adjustment.

## Alternatives

1. Have new members facing the challenge of learning a complicated legal process on their own.



Adopted by the Kitty Hawk Town Council this 15<sup>th</sup> day of June, 2015

Gary L. Perry  
Gary L. Perry, Mayor

Lynn U. Morris  
Lynn U. Morris, Town Clerk



<p align="center"><b>Town of Kitty Hawk Position Classification Plan and Salary Scale FY 2015-2016</b></p>
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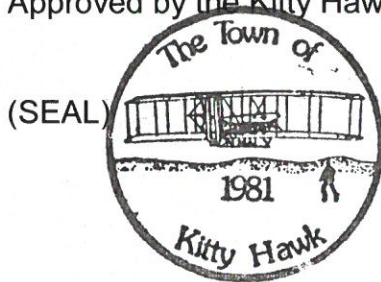
<u>Grade</u>	<u>Position</u>	<u>Minimum</u>	<u>Maximum</u>
52		\$25,754.84	\$37,391.10
53		\$27,042.57	\$39,680.65
54		\$28,394.70	\$41,664.68
55	Public Works Technician Police Records Clerk Office Assistant/Receptionist	\$29,814.42	\$43,747.90
56		\$31,305.15	\$45,935.31
57		\$32,870.41	\$48,232.07
58	Public Works Supervisor	\$34,513.93	\$50,643.67
59	Finance Technician Police Officer I Firefighter I	\$36,239.62	\$53,175.84
60	Police Officer II Firefighter Engineer Administrative Zoning Technician Administrative Records Technician	\$38,051.60	\$55,834.64
61	Detective Police Officer III Master Firefighter	\$39,941.33	\$58,607.52
62	Police Sergeant Fire Captain Management Assistant	\$41,951.90	\$61,557.71
63	Ocean Rescue Director * Fire Inspector/Code Enforcement	\$44,049.50	\$64,635.60
64	Building Official Town Clerk* Police Lieutenant	\$46,251.96	\$67,867.36

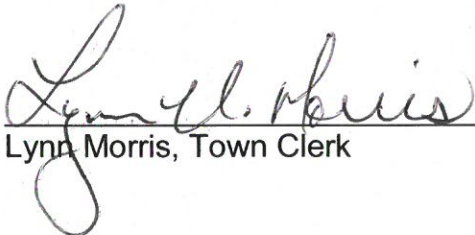
## Town of Kitty Hawk Position Classification Plan and Salary Scale FY 2015-2016


65		\$48,564.57	\$71,260.75
66		\$50,992.79	\$74,823.77
67		\$53,542.42	\$78,564.95
68		\$56,219.56	\$82,493.21
69	Finance Officer* Public Works Director*	\$59,030.53	\$86,617.87
70	Director of Planning and Inspections*	\$61,982.05	\$90,948.76
71	Police Chief * (1) Fire Chief* (1)	\$65,081.16	\$95,496.20
72	Town Manager*	\$68,335.21	\$100,271.00

\* Exempt position as defined by the Fair Labor Standards Act (FLSA)

Approved by the Kitty Hawk Town Council this 15<sup>th</sup> day of June 2015.



  
Lynn Morris, Town Clerk

  
Gary L. Perry, Mayor

## **Schedule of Fees**

# TOWN OF KITTY HAWK

## Schedule of Fees FY 2015-2016

Item	Fee
<b>Town Merchandise</b>	
Town of Kitty Hawk Hats	\$ 14.00
Town of Kitty Hawk License Plates	\$8.50
Town of Kitty Hawk Police Patch	\$5.00
Town of Kitty Hawk Fire Department Patch	\$5.00
Town Flag	\$85.00
Town 25th Anniversary Cookbook	\$9.00
<b>Town Documents</b>	
Copy of Town Meeting DVD	\$10.00
Copies from Town Copy Machine	\$0.10 per page
Copies from Town Copy Machine > 100	\$0.15 per page
Zoning Book (Chapter 42)	\$25.00
Zoning Maps	\$3.25
Town Code Book	\$130.00
Town Budget Copy	\$10.00
Fire Incident Report (First Copy Free)	\$0.10/page for additional copies
Police Report	\$5.00
<b>Planning</b>	
Zoning Compliance - Residential	\$35.00
Zoning Compliance - Commercial	\$75.00
Type I Home Occupation Permit	\$ 50.00
Type II Home Occupation Permit	\$100.00
Outdoor Gathering Permit	\$ 50.00
Outdoor Gathering Permit w/Tent	\$ 75.00
Planning Board - Special Meeting	\$825.00
Short Term Business Registration	\$10.00
<b>Pre-application conference</b>	
Pre-planning application	\$255.00
PCD/PUD	\$535.00
BC - 3	\$0.15/square foot of building
<b>Site Plans</b> (site plan amendment fees shall be based on the following, whichever is greatest)	



Item		Fee
a. Based on the calculated area of change being proposed:		
Heated area		\$0.15/square foot
Unheated area		\$0.10/square foot
Parking Lot		\$0.02/square foot
b. Multi-family/Townhouse		\$125/Unit
c. If no change in units or square footage of commercial, than \$150.00 to be charged for the (1) acre of affected area; review of any previously approved site plan for any conceptual plan, preliminary plan, final plan which involves less than \$150 per acre for each acre over the minimum.		
d. Minimum \$410 (one half charge of special meeting)		
If no site plan change is required		\$50.00
If site plan change required		\$100.00
Conditional Use Permit		\$300.00
CUP - Family Day Care		\$50.00
Residential in a Commercial Zone (Conditional Use)		\$ 25.00
<b>Subdivision Plat Review</b>		
Subdivision		\$100.00 per lot
Exempt		\$50.00 per lot
<b>Variance Request</b>		
Board of Adjustment		\$300.00 Plus Legal Advertising Charge
Planning Board		\$300.00
Variance After the Fact (Board of Adjustment)		\$510.00
Variance After the Fact (Planning Board)		\$510.00
Appeal of Zoning Decision		\$ 75.00
<b>Land Disturbance/Grading</b>		
Lot Disturbance Permit (less than 5,500 sq. ft. of disturbance)		\$35.00
Residential Erosion & Sedimentation Control Permit (5,500 sq. ft. of disturbance or greater)		\$150.00
Commercial Erosion & Sedimentation Control Permit (5,500 sq. ft. of disturbance or greater)		\$ 0.01/square foot of disturbed area \$1,000 Maximum
<b>Signs</b>		
New Installation		\$50.00 per sign
Temporary Sign/Banner		\$25.00+\$50.00 Deposit
Change of Sign Face		\$25.00
<b>Zoning Text/Map Amendment</b>		
Zoning Text Amendment		\$ 250.00
Map Amendment		\$300.00

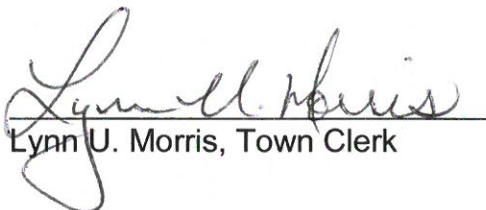
Item	Fee
<b>Wireless Communication Facility Review</b>	
Concealed Attached WCF	\$4,500.00
Collocated or Combined WCF	\$4,500.00
Freestanding Concealed WCF	\$5,000.00
Non-concealed Freestanding WCF	\$6,000.00
<b>Refund Schedule</b>	
Pre-Planning Board Review	75% Refund
If Planning Board has begun review	50% Refund
Pre-Council Review	25% Refund
<b>CAMA</b>	
CAMA Minor Permit	\$100.00
<b>Police Department</b>	
False Alarm - 1st Call a Month	No Charge
False Alarm - 2nd Call in a Month	\$50.00
False Alarm - 3rd Call in a Month and Subsequent Calls	\$100.00
Kayak Permits (Annually)	\$300.00
Annual Fee for Precious Metal Permit	\$180.00
Employee Permit for Precious Metal (initial)	\$10.00
Employee Permit for Precious Metal (annually)	\$3.00
Special Occasion Permit	\$180.00
Video from In Car Camera	\$15.00
<b>Fire Department</b>	
Fire Inspection – 1 <sup>st</sup> Inspection	No Charge
Fire Inspection – 1 <sup>st</sup> Follow-up	No Charge
Fire Inspection – 2 <sup>nd</sup> Follow-up	\$50.00
Fire Inspection – 3 <sup>rd</sup> and All Subsequent Follow-ups	\$100.00
False Alarm – 1 <sup>st</sup> Call in a Month	No Charge
False Alarm – 2 <sup>nd</sup> Call in a Month	\$50.00
False Alarm – 3 <sup>rd</sup> Call in a Month and Subsequent Calls	\$100.00
Hazardous Materials Fee (per hour)	\$190.00
Water Flow Test	\$250.00
Witness Water Flow Test	\$50.00
<b>Building Permit Fees</b>	
<b>General (these fees apply to all new construction)</b>	
Electrical	\$50.00 Residential \$100.00 Commercial
Plumbing	\$50.00 Residential \$100.00 Commercial

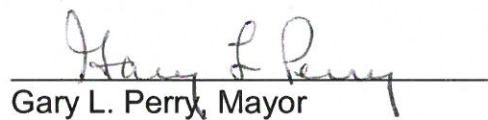


Item		Fee
Fuel Piping (Gas)		\$50.00 Residential \$100.00 Commercial
Heating/Air (Mechanical)		\$50.00 Residential \$100.00 Commercial
Irrigation System		\$50 Residential \$100 Commercial
Reinspection		1st - \$50.00 2nd - \$100.00 3rd & sub. - \$150.00
Pier/Dock		\$0.50/Square Foot \$75.00 Minimum
Tennis Court		\$100.00
Sprinkler System		\$100.00
Bulkhead		\$0.75/Linear Foot \$75.00 Minimum
Sign		\$50.00
Sign with Electricity		\$100.00
Courtesy Inspections		\$50.00
<b>Residential</b>		
Heated Area		\$0.55/Square Foot
Unheated Area		\$0.30/Square Foot
House Moving		\$100/out \$250.00 within/\$350.00 into
Demolition		\$50.00
Flood Insurance Certification		\$25.00 per certificate
Condemnation Inspection in Association with NFIP		\$75.00
Multi-Family Dwellings & Townhouses		\$0.55/Square Foot
Hot Tub (above ground)		\$50.00
Swimming Pool/In Ground Hot Tub		\$100.00
Remodeling		\$0.40/Square Foot \$50.00 Minimum
Homeowners Recover Fee		\$10.00
Garbage/Trash Can Fee		\$125.00 per home \$200.00 4 bedroom & up (2 cans)
<b>Commercial</b>		
Heated Area		\$0.70/Square Foot
Unheated Area		\$0.35/Square Foot
Parking Lot		\$0.05/Square Foot
Fuel Dispensing Device		\$25.00 per Pump
Hotels, Motels		\$125.00/Unit

Item	Fee
Minimum Permit Fee	\$25 + \$25/Add'l Insp.
Swimming Pool/Hot Tub	\$200.00
Remodeling	\$0.50/Square Foot \$100.00 Minimum
Sprinkler System	\$100.00
Fire Suppression System	\$100.00
Battery Systems	\$50.00
Compressed Gasses	\$50.00
Fire Alarm and Detection Systems and Related Equipment	\$100.00
Fire Pumps and Related Equipment	\$100.00
Flammable and Combustible Liquids	\$50.00
Hazardous Materials	\$50.00
Industrial Ovens	\$50.00
Private Fire Hydrants	\$50.00
Spraying or Dipping	\$50.00
Standpipe Systems	\$100.00
Irrigation Systems Building Permit	\$100.00
<i>Note: Double fees shall be applied to all permits if work has commenced prior to application approval</i>	
<b>Miscellaneous Fees</b>	
Smith Room Rental Fee (after business hours)	\$30.00
Fire Department Meeting Room	\$30.00
Special Meeting/Town Council	\$825.00
Horse Registration Initial Fee	\$25.00
Horse Registration Annual	\$5.00 per horse
Dune Sign	\$31.00
Road Sign Repair	\$250.00
Christmas Tree Permit	\$100.00 Refundable Permit

Adopted by the Kitty Hawk Town Council this 1<sup>st</sup> day of June 2015

  
Lynn U. Morris, Town Clerk

  
Gary L. Perry, Mayor



## **Capital Expenditures for FY 2015-2016**

## Capital Expenditures for FY 2015-2016

Projects	Description	Justification	FY 15-16
<b>Police Department</b>			
Police Vehicles	Replace 1 vehicles	Based on maintenance costs and mileage	\$26,900
In car camera maintenance	Maintenance of in car cameras	Cameras need to be periodically maintained	\$2,600
Ballistic Vest	Mandatory replacement of vests.	This is a program supported by outside funds.	\$2,400
Cabinets, Desk, and Counter Top	<i>Cabinets, desk, and counter tops installed 18 years ago.</i>	<i>In poor condition.</i>	\$8,600
<b>Sub-totals</b>			<b>\$40,500</b>
<b>Fire Department</b>			
Breathing Apparatus	Replace three 3 (4,500 psi) bottles and packs.	To meet OSHA Standards.	\$18,000
Replace Code Enforcement/Fire Inspection vehicle.	Existing vehicle has 96,676 miles and is 16 years old.	Cost of maintaining existing vehicle is unacceptable.	\$10,500
Replace Air Compressor	Capital Reserve established for future replacement.	Essential to maintain level of service.	\$20,000
<b>Sub-totals</b>			<b>\$48,500</b>
<b>Public Works</b>			
Service Truck	Replace 11 year old truck that has 113,000 miles	High maintenance costs.	\$28,000
Broom tractor	Capital reserve fund set up to purchase broom tractor in FY 2016-2017	Continued maintenance of shoulders on NC 12 and Kitty Hawk Road	\$27,700
Replace mower	Replace 7 year old mower.	Used in harsh sandy right of ways. Frame, deck, and engine in terrible shape.	\$10,000
<b>Sub-totals</b>			<b>\$82,700</b>
<b>Transportation</b>			
Street Maintenance	Street repairs	Maintenance needs of Town maintained streets.	\$12,000
Roadway Improvements	Annual overlay of Town streets.	Deterioration of streets requires overlay program.	\$88,000

<b>Projects</b>	<b>Description</b>	<b>Justification</b>	<b>FY 15-16</b>
Signage	Federal mandates requires sign replacement	Federal mandates	\$2,000
<b>Sub-totals</b>			<b>\$102,000</b>

<b>Non-Departmental</b>			
Office Equipment	Replacement of video server for Police Department.	IT recommends the replacement of server.	\$17,200
C/O Future Reserves	Monies to be placed in a Capital Reserve Account for the future purchase of computers for all departments.	To organize computers in the Town system to have the same software	\$20,300
Replace Vehicle	Town staff needs reliable vehicle for out of town travel.		\$16,000
<b>Sub-totals</b>			<b>\$53,500</b>
<b>Administration</b>			
Town Code Update	Updated Supplement Cost	Changes in code need to go to Municipal Code for updates.	\$6,000
<b>Sub-total</b>			<b>\$6,000</b>
<b>Planning &amp; Inspections</b>			
Replace vehicle	Code Enforcement/Fire Inspection vehicle needs replacing	96,676 miles and is 16 years old. Cost shared with Fire Dept.	\$10,500
<b>Sub-total</b>			<b>\$10,500</b>
<b>Totals</b>			<b>\$343,700</b>



<p align="center"><b>Approved Positions for FY 2015-2016</b></p>
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Department	Full-Time	Part-Time
Administrative Services	4	1
Finance	2	0
Planning & Inspections	3	0
Public Works	4	4
Police	18	2
Fire	10	15
<b>Total</b>	<b>41</b>	<b>22</b>

Longevity Awards		
Name	Date of Hire	Amount
Cole Yeatts	4/16/2001	\$1,500
Donna Heffernan	6/25/2001	\$1,500
Dennis Speight	11/21/2005	\$1,000
Daniel Heim	9/9/2010	\$500
Melody Clopton	12/28/2010	\$500
Jeremy Wilkins	1/16/2011	\$500
William Deaton	1/18/2011	\$500
James Helms	3/9/2011	\$500
<b>Total</b>		<b>\$6,500</b>
<b>Last Year Longevity Award</b>		<b>\$6,000</b>
<b>Total Change</b>		<b>\$500</b>



<b>Retiree Health Insurance Payments</b>			
<b>Retiree Health Insurance Payments for FY 2015-2016</b>			
<b>Name</b>	<b>Health Benefit</b>	<b>Life Insurance</b>	<b>Total Year</b>
Doris Pruitt	\$1,500.00		\$1,500.00
Bob Nicholl	\$3,800.00		\$3,800.00
Richard Reid	\$3,800.00		\$3,800.00
Mike Eubank	\$940.00		\$940.00
Bob Morris	\$7,399.69	\$94.50	\$7,494.19
Eugene McLawhorn	\$5,200.00	\$94.50	\$5,294.50
Mike Carver	\$10,025.32		\$10,025.32
Tony Garrett	\$10,026.32		\$10,026.32
David Ward	\$8,775.32		\$8,775.32
Jimmy Ray Watts	\$1,828.19		\$1,828.19
Lavelle Jenkins	\$6,582.24		\$6,582.24
<b>Total</b>	<b>\$59,877.08</b>	<b>\$189.00</b>	<b>\$60,066.08</b>

<b>Separation Allowance</b>			
<b>Name</b>	<b>Monthly Separation Allowance</b>	<b>Annual Separation Allowance</b>	<b>Date of Retirement</b>
Bob Morris	\$1,491.43	\$17,897.10	4/1/04
Mike Carver	\$1,471.10	\$17,653.22	10/1/10
David Ward	\$1,872.53	\$22,470.36	1/1/13
Jimmy Ray Watts	\$480.80	\$5,796.61	2/1/2016
<b>Total</b>	<b>\$5,315.86</b>	<b>\$63,817.29</b>	

